DOCPER CONTRACTOR ONLINE PROCESSING SYSTEM

https://acpol2.army.mil/dcops-user

DOCPER Contractor Online Processing System

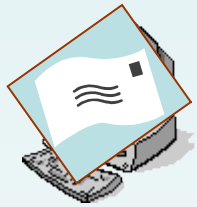
COR Training Presentation for DCOPS Online TESA/ASSA Processing

Version 4.1

Date: 3 November 2008

HOW TO GET STARTED

DOCPER



COR

DEFENSE INFORMATION SYSTEMS AGENCY
DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION-EUROPE
SEMBACH AB, GERMANY

Reply To: Department of Defense CP

3 January, 2009

TO: Mrs. Calista Laws
DISA
Sembach AB, Germany

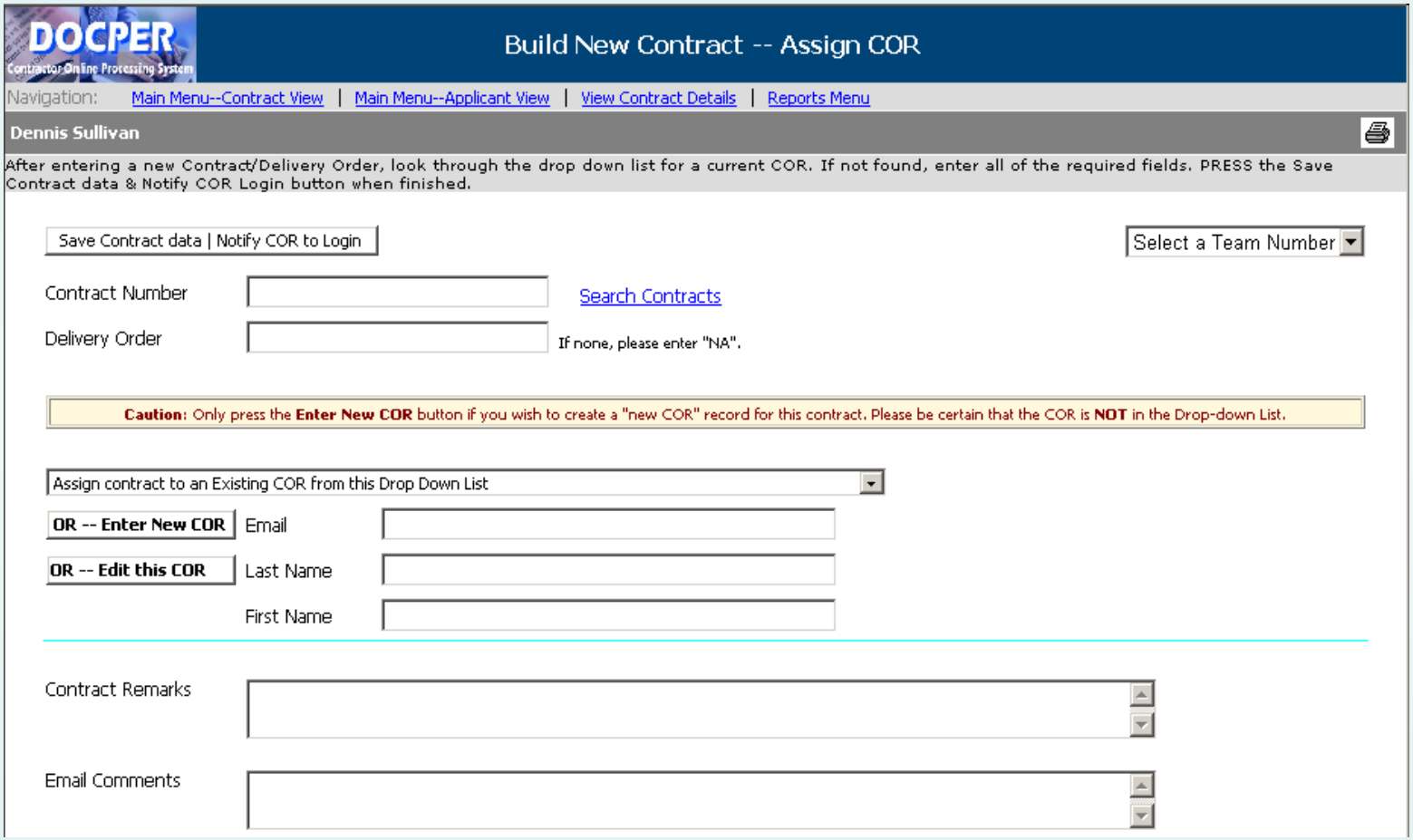
FROM: DISA/DITCO-EUR/PL512

SUBJECT: Designation of Primary Task Monitor DCA200-02-D-5010 0236

References: DISA Acquisition Regulation Supplement (DARS) Subpart 1.602

1. Pursuant to and in accordance with the statement titled "Task Monitor" in the subject contract, you are hereby designated to act as the Task Monitor (TM) in relation to the services to be provided under the subject contract. This designation is personal to you and may not be delegated to others.

HOW DOCPER CREATES A NEW RECORD



THE INVITATION TO LOG IN

Contract Notification--DOCPER Contractor Online Processing System - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

You forwarded this message on 11/3/2008 11:43 AM.

From: CPD.DCOPS@eur.army.mil
Sent: Mon 11/3/2008 11:41 AM
To: Laws, Calista Y Mrs CIV USA
Cc:
Subject: Contract Notification--DOCPER Contractor Online Processing System

You have been confirmed as the COR for:

Contract Number: 000CYL-09-D-2009
Delivery Order: User Manual

You must login to the DOCPER Contractor Online Processing System WEB application to fill out the Contraction Notification Form (IF this is a NEW contract) and to add applicants to this contract.

Your User ID is: Calista.Laws@eur.army.mil
Your Initial Password will be AAaa##4045
(note: you will be prompted to change your password upon your first logon)

To login, click on the link below (or cut and paste the link into your browser address block)

https://dcops.hqusareur.army.mil/users/?guid=2020202b2fbd4e4ee

NOTE: you must initially use the entire link displayed above---it contains a proprietary Globally Unique Identifier (GUID) to verify that this email authorized your use of this system.

Once you have successfully logged on, you will not need the GUID in the URL for future logins.

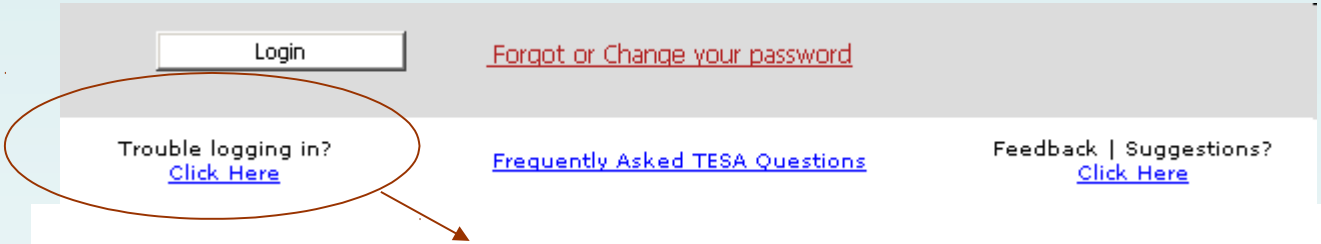
Before processing applicants or contracts, please click on the Update COR Profile link above your list of Contracts.

Remember, IF this is a NEW contract we must have your current contract-related information:

1) COR transmittal letter (no specific format)
2) Copy of the signed contract document
3) Copy of the Statement of Work (SOW)
4) Copy of all Subcontractor agreements (if applicable)
5) Copy of all Applicable Job Descriptions
6) COR Designation Letter (must be signed by Contracting Officer)

USING THE TEMPORARY PASSWORD

TROUBLE LOGGING IN



Help! I can't logon to DCOPS!

If you are having trouble logging on to DCOPS, please remember that there are only four things that could be causing your difficulty; 1) you are using an email address (username) that DCOPS doesn't recognize; 2) you are using an incorrect password; 3) if you have never logged in before, you are not accessing the DCOPS web application through the URL string in the email that was sent to you; 4) your browser is blocking pop-ups, in which case you probably are logging on, but the DCOPS window isn't opening because your browser perceives it as a pop-up.

I'm getting an error message:

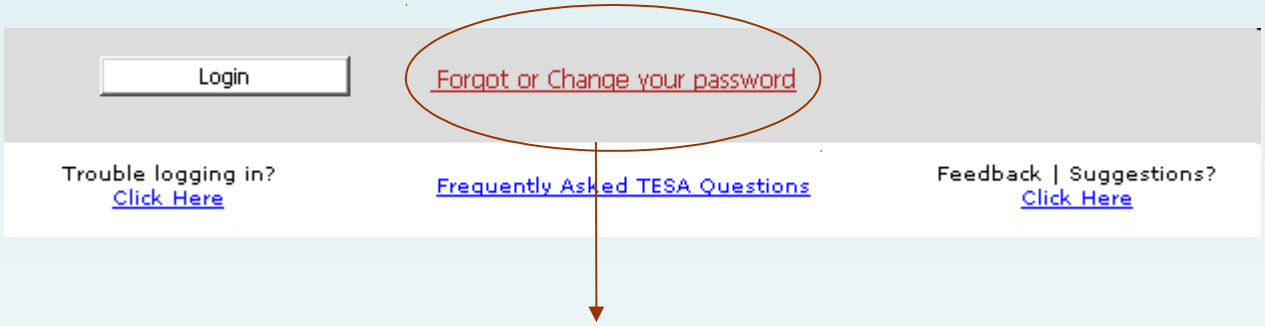
Sorry, your email address is not in the DCOPS database. Please enter your email address again or contact your COR or DOCPER representative.

Email: WrongEmailAddress@test.com

How do I know if I am using the "correct" email address as my username?

The DCOPS system communicates with system users via email. In order to get access to DCOPS you must have received an email from the system. Try opening the an email sent to you by DCOPS, double click on the email address on the to: line, copy your email address from the dialog

RESETTING YOUR PASSWORD



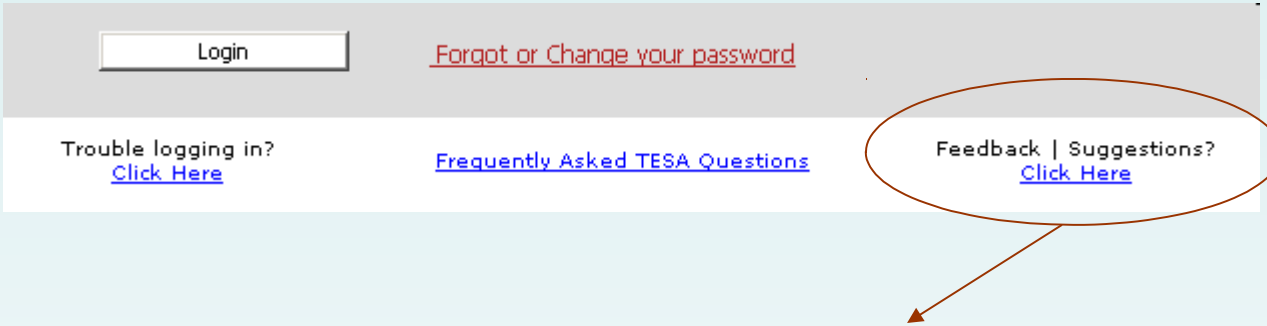
If you have forgotten your password or want to change your password, please press the Reset Password button. A new password will be sent to the email address we have on file.

You will be prompted to create a new password before entering the TESA application system.

Email Address:

Reset Password | Cancel

FEEDBACK/SUGGESTIONS



DOCPER is committed to helping you process contracts and applicants for NATO SOFA accreditation. Please take a few minutes to complete this survey and let us know how we can improve this process.

Submit Comments Clear Form

1. Please rate the overall accreditation process. ○ Excellent ○ Good ○ Average ○ Poor ○ Very Poor

Comments

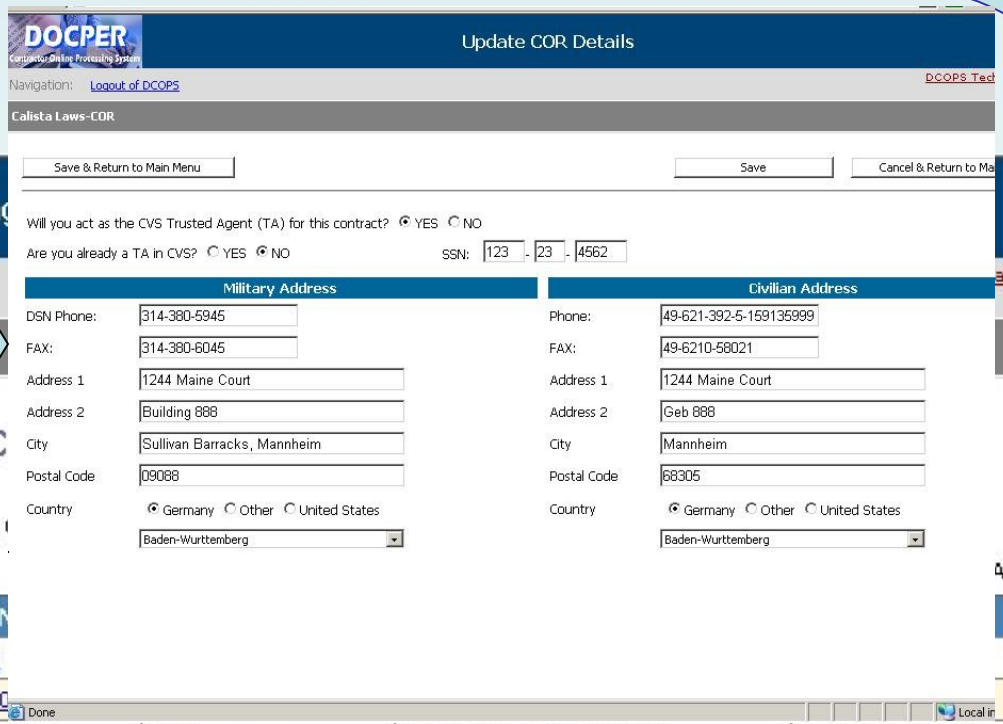
2. Please rate your experience with the DOCPER team member(s). ○ Excellent ○ Good ○ Average ○ Poor ○ Very Poor

Comments

USING THE PERMANENT PASSWORD

HOW TO UPDATE THE COR PROFILE

Address, phone numbers and whether you'll be the Trusted Agent entered here



Navigation: Logout of DCOPS

Calista Laws-COR

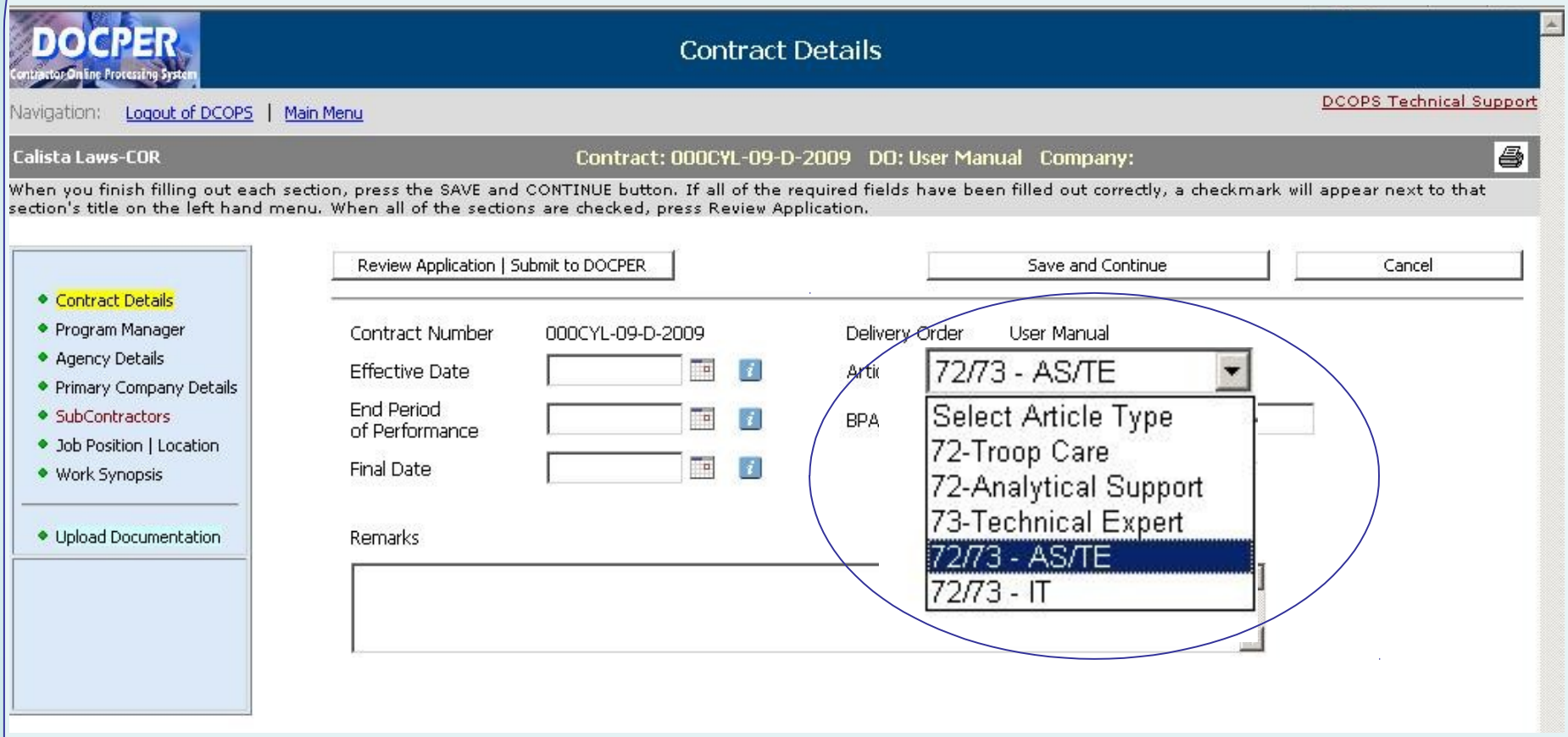
Update COR Profile

Processing Options*	Contract N			
Contract | Applicants | Request Mod	000IT-10D-2009			
Contract | Applicants | Request Mod	000CYL-09-D-200			
Contract | Applicants | Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract | Applicants | Request Mod	XXXA42-03-D-0007	0025	Mod Requested by COR	22 Jan 2008

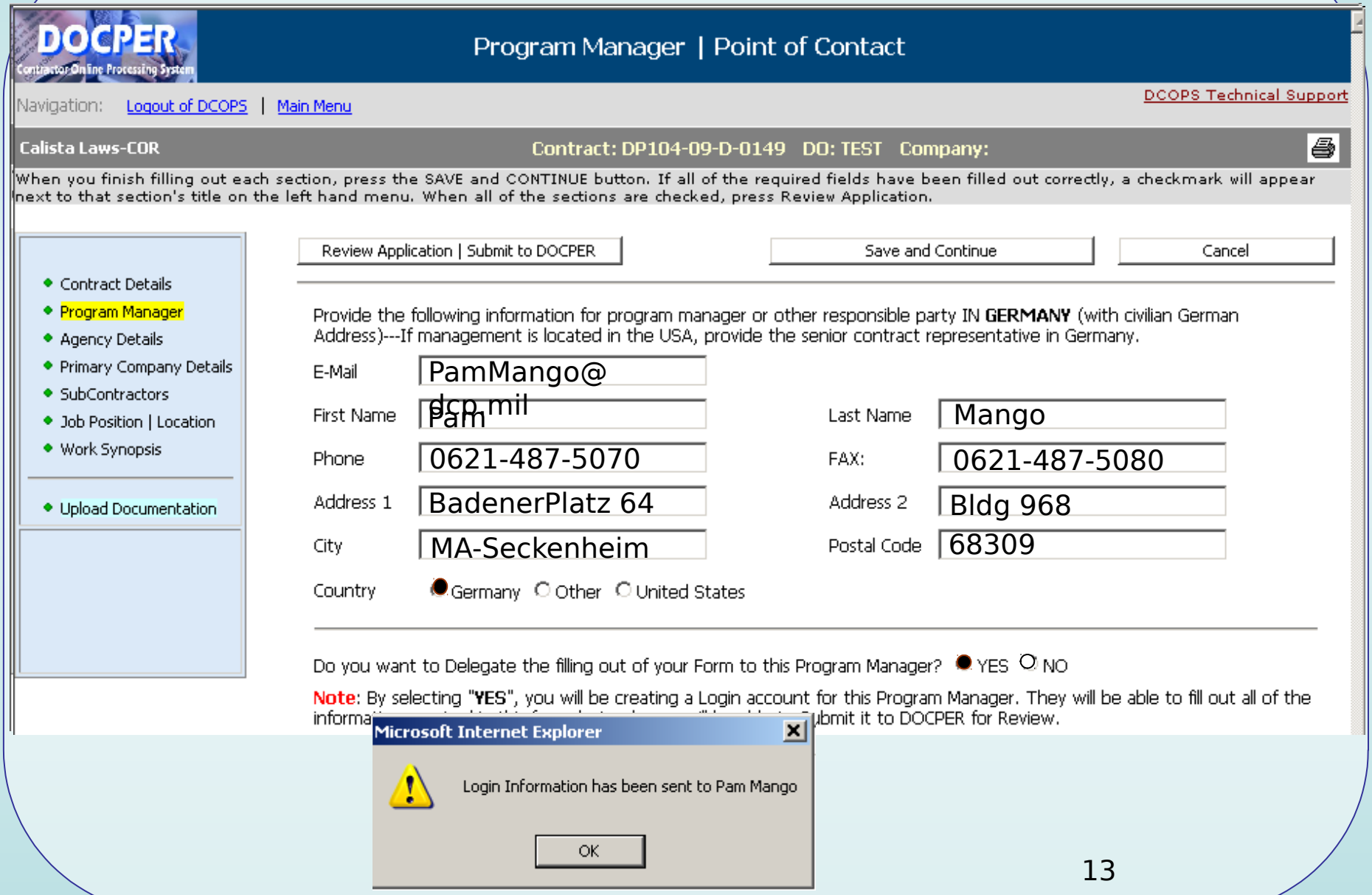
* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

- Select **"Contract"** to create, edit or view the Contract Notification form.
- Select **"Applicants"** to create, edit or view Applicant(s)
- Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- Select **TDY** to create, edit or view TESA TDY Contractors--NOTE: Troop Care contracts cannot have TESA TDY
- Click on the **Contract Number link** to see a read-only version of the Contract/Delivery Order.
- To view the User Manual, Click Here.

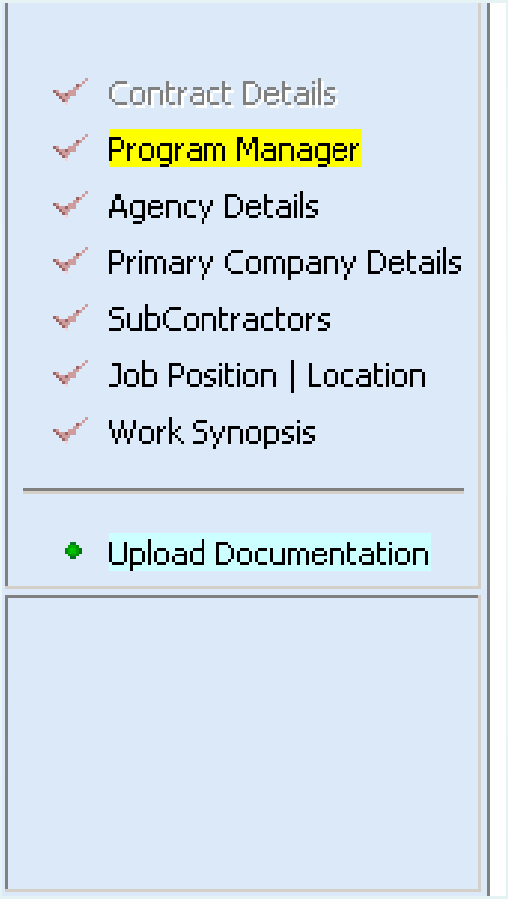
INPUT CONTRACT DETAILS



DELEGATING TO A PROGRAM MANAGER



A PROGRAM MANAGER MAY…

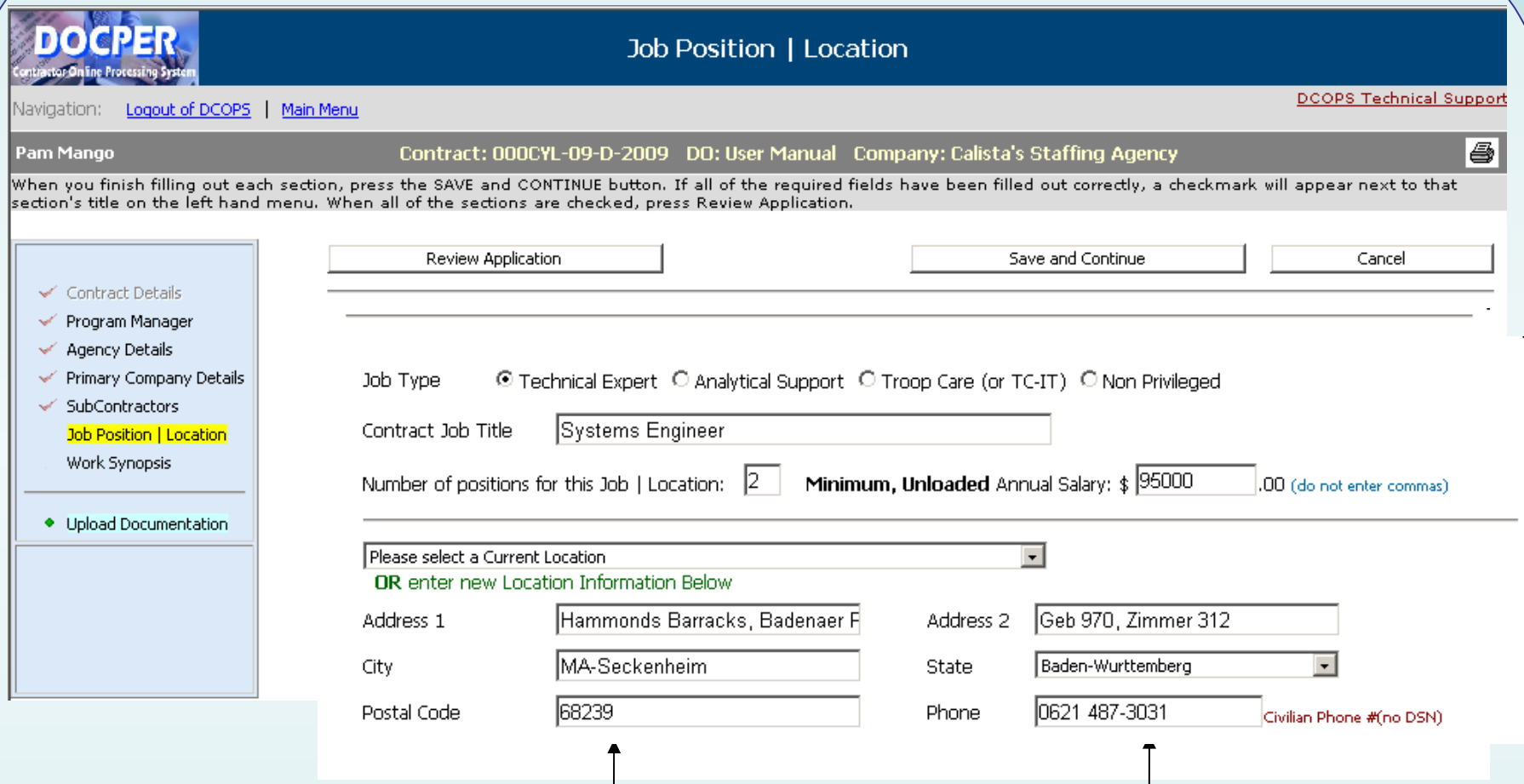


Program Managers:

CAN perform most of the same tasks as CORs (i.e., filling out contract information, generating applicants, returning applications to the applicants, and uploading documentation)

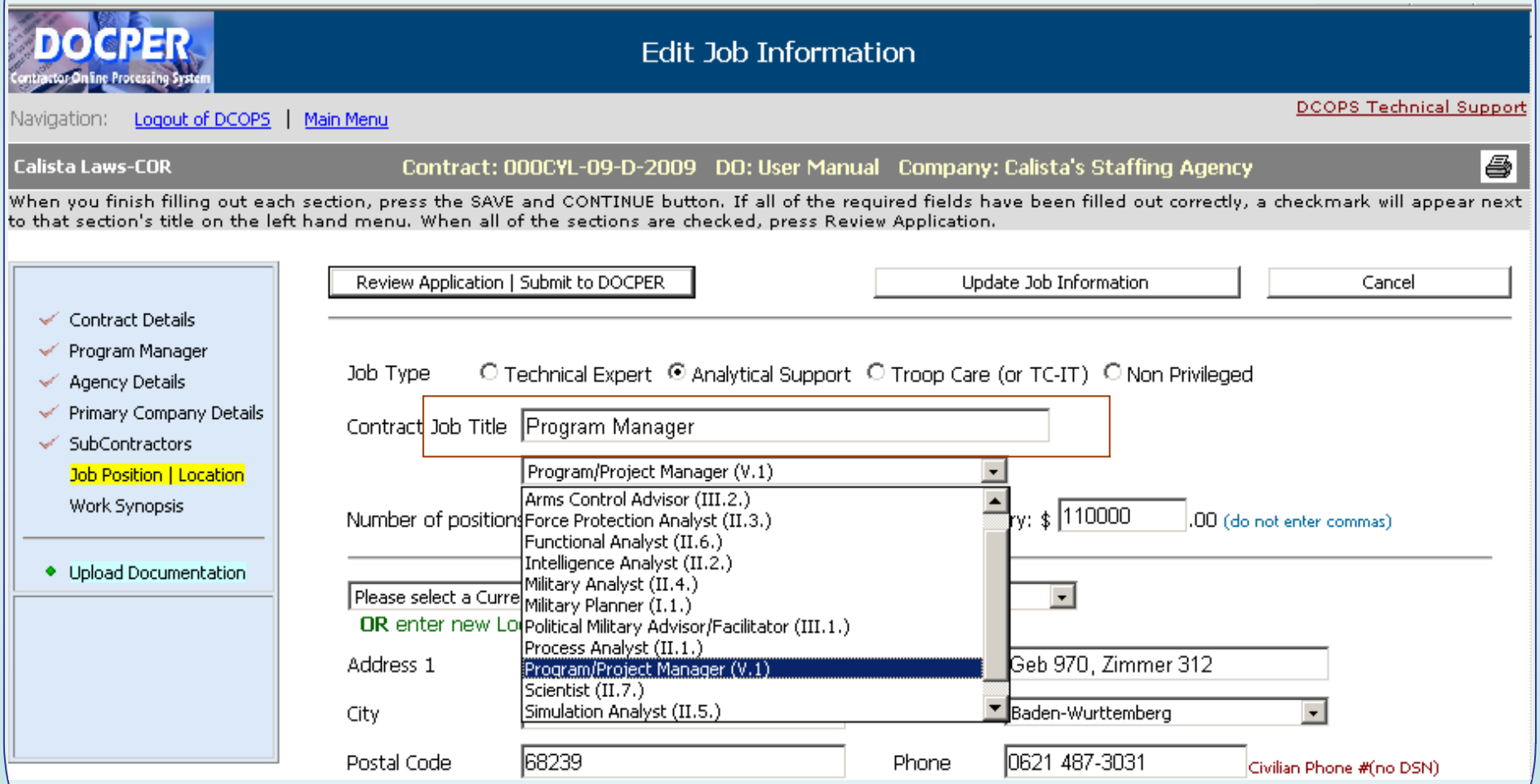
CANNOT submit contracts or applicants to DOCPER.

ADDING POSITIONS

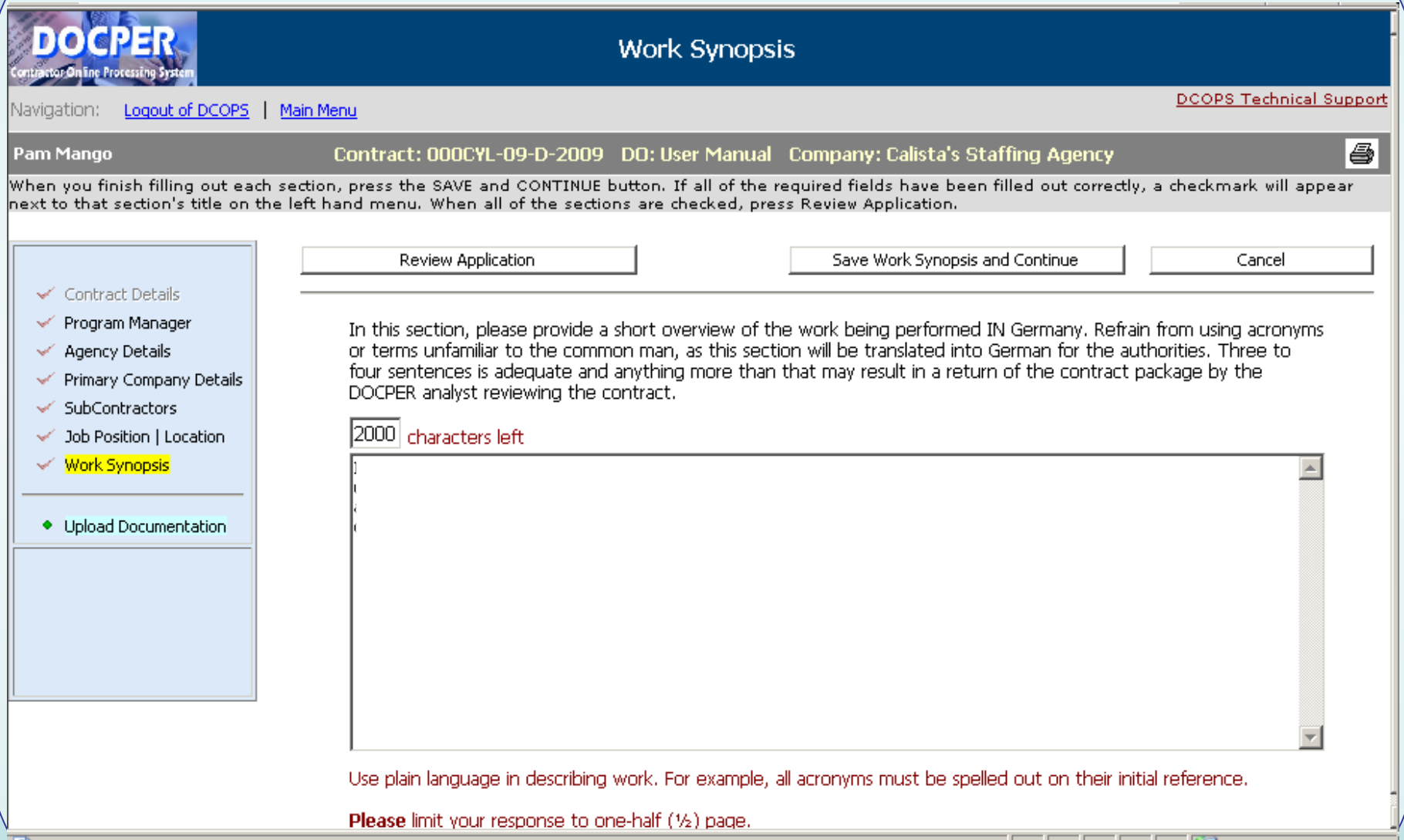


Please provide physical address for the location the position will be performed, along with a civilian phone number.

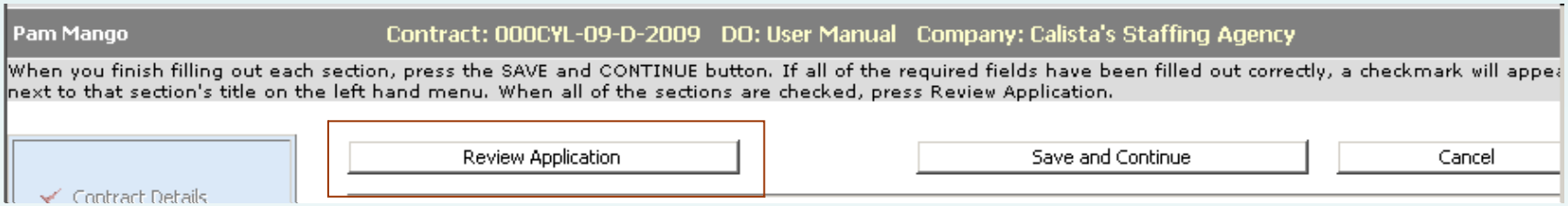
Analytical Support/Troop Care/Troop Care IT Jobs

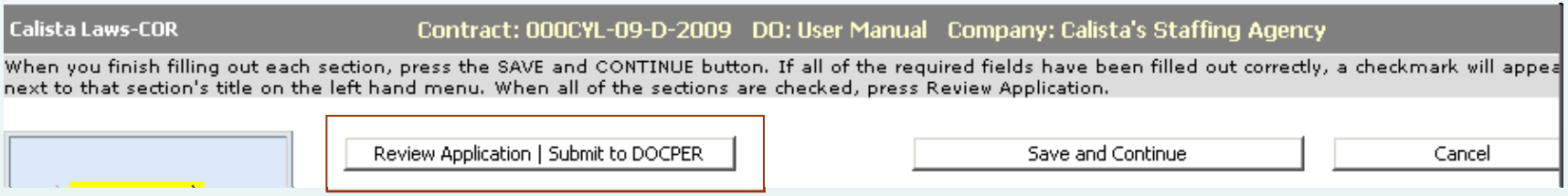


THE SYNOPSIS

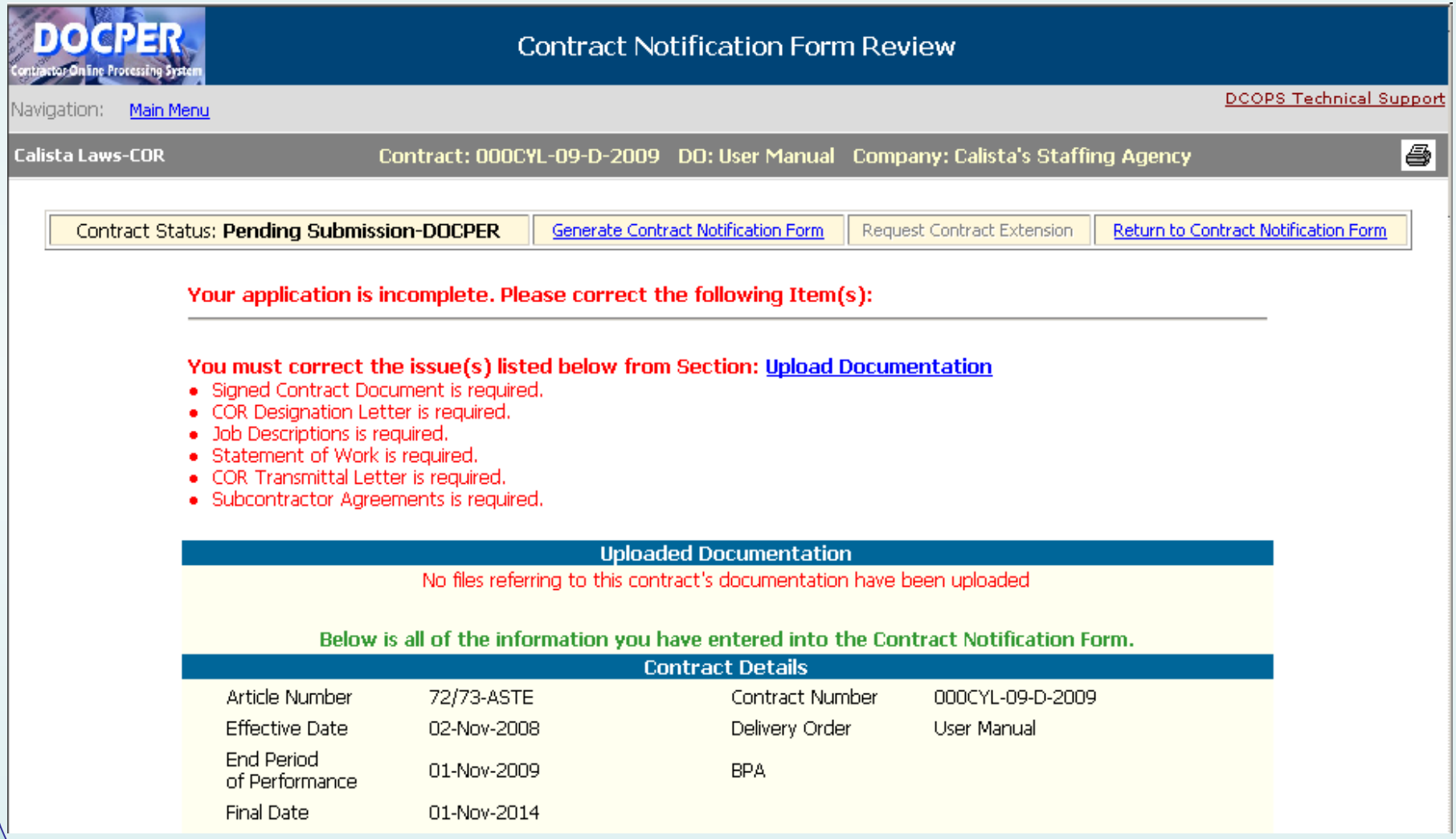


PM vs COR

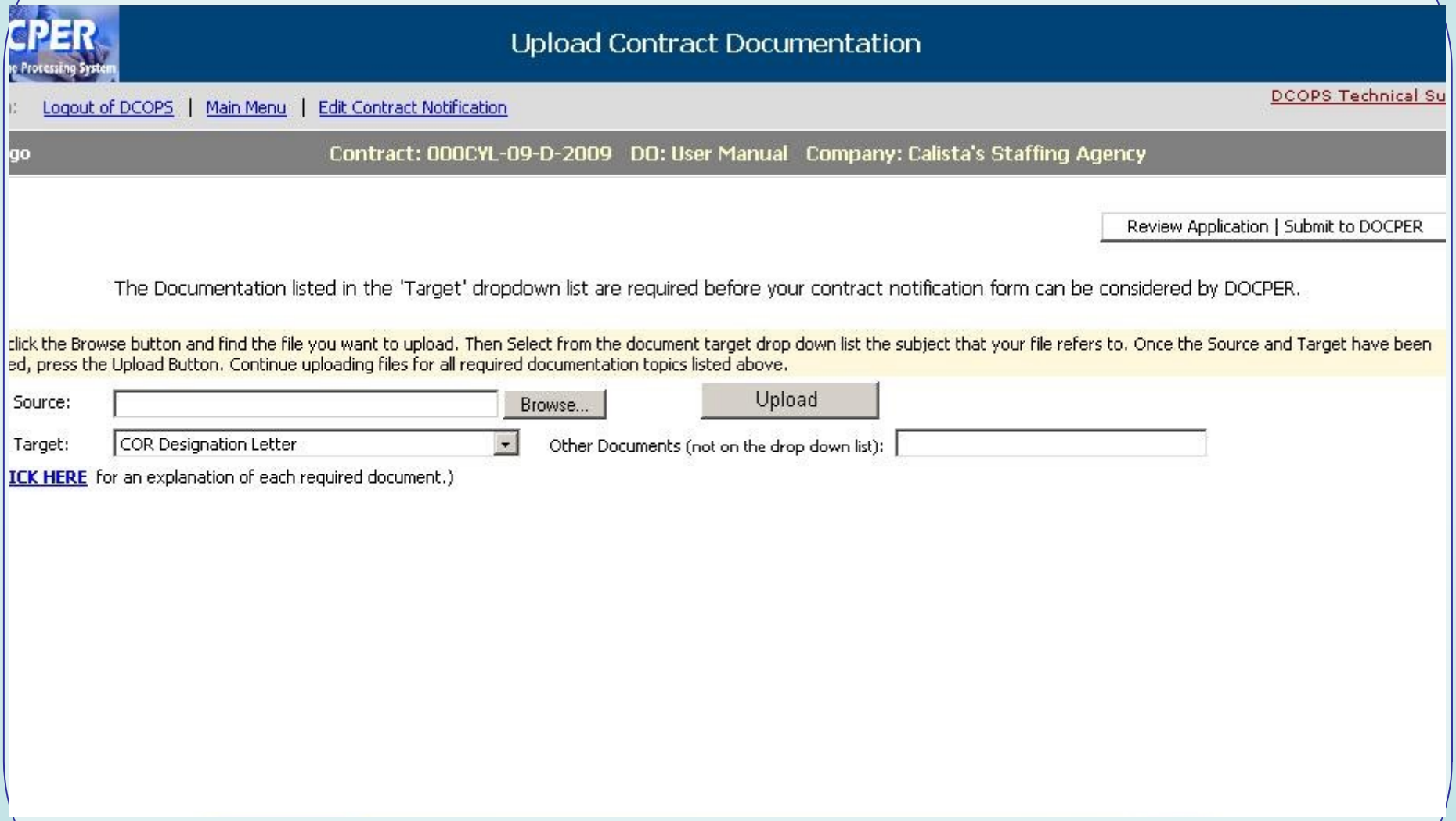

Pam Mango
Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency
When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appe
next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.
Contract Details
Review Application
Save and Continue
Cancel


Calista Laws-COR
Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency
When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appe
next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.
Review Application | Submit to DOCPER
Save and Continue
Cancel

DCOPS ALSO REVIEWS THE CONTRACT



UPLOADING DOCUMENTATION



SUBMITTING TO DOCPER

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Pending Submission-DOCPER | Generate Contract Notification Form | Request Contract Extension | Return to Contra

All required fields in this contract are complete.

Submit to DOCPER for Review

Uploaded Documentation

Click on the Documentation File Name link to view or print

Documentation File Name	Upload Date	Original Source File Name	File Size
COR_DESIGNATION	04-Nov-2008 02:26PM	Mango Designation Letter.pdf	26,462
SUBCONTRACTOR	04-Nov-2008 02:25PM	SKE Support Subcontractor Agreement.pdf	26,462
JOB_DESCRIPTIONS	04-Nov-2008 02:24PM	Job Descriptions.doc	24,064
SOW	04-Nov-2008 02:22PM	000CYL-09-D-2009_SOW.pdf	26,454
CONTRACT	04-Nov-2008 02:21PM	000CYL-09-D-2009.pdf	26,454
COR_TRANSMITTAL	04-Nov-2008 02:20PM	COR Transmittal.doc	19,968

Below is all of the information you have entered into the Contract Notification Form.

Contract Details

Article Number	72/73-ASTE	Contract Number	000CYL-09-D-2009
Effective Date	02-Nov-2008	Delivery Order	User Manual
End Period of Performance	01-Nov-2009	BPA	
Final Date	01-Nov-2014		

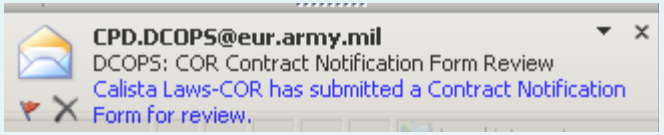
Remarks

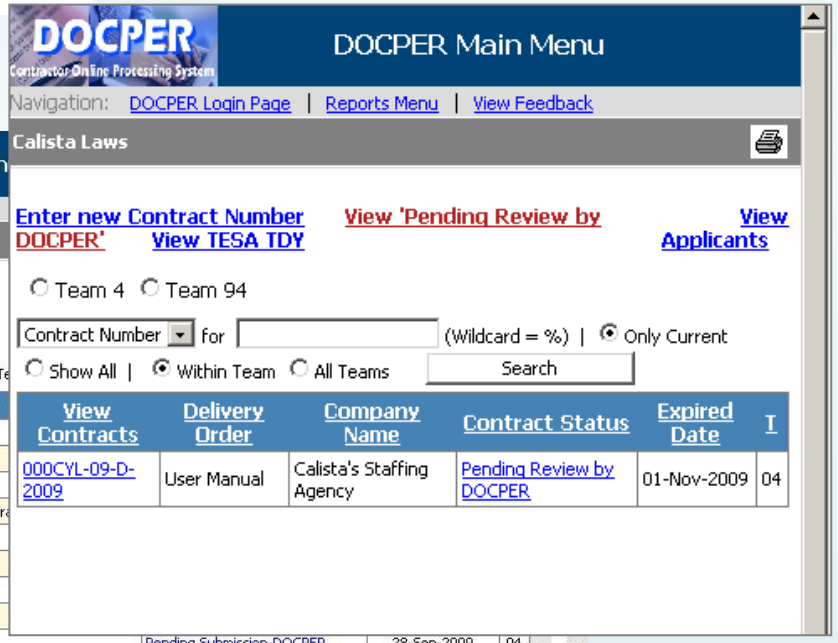
Job Positions | Locations

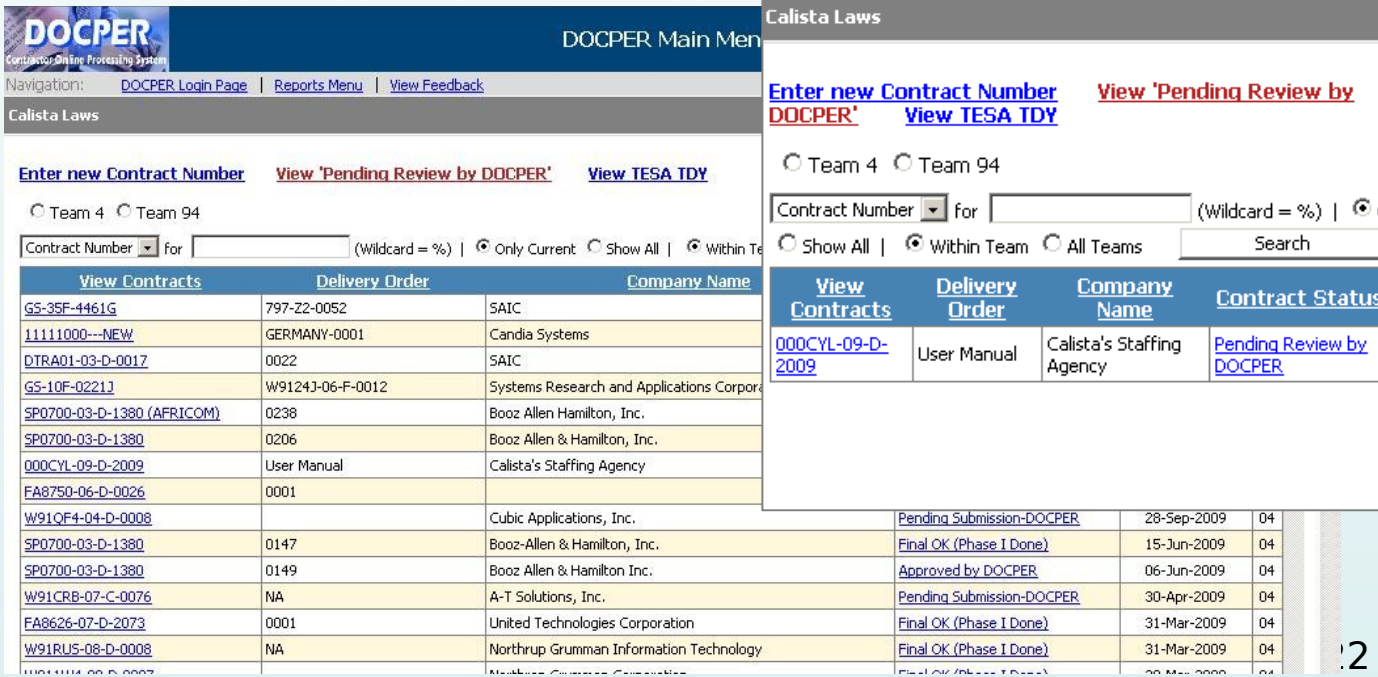
WHEN A CONTRACT IS SUBMITTED FOR DOCPER REVIEW

All required fields in this contract are complete.

Submit to DOCPER for Review





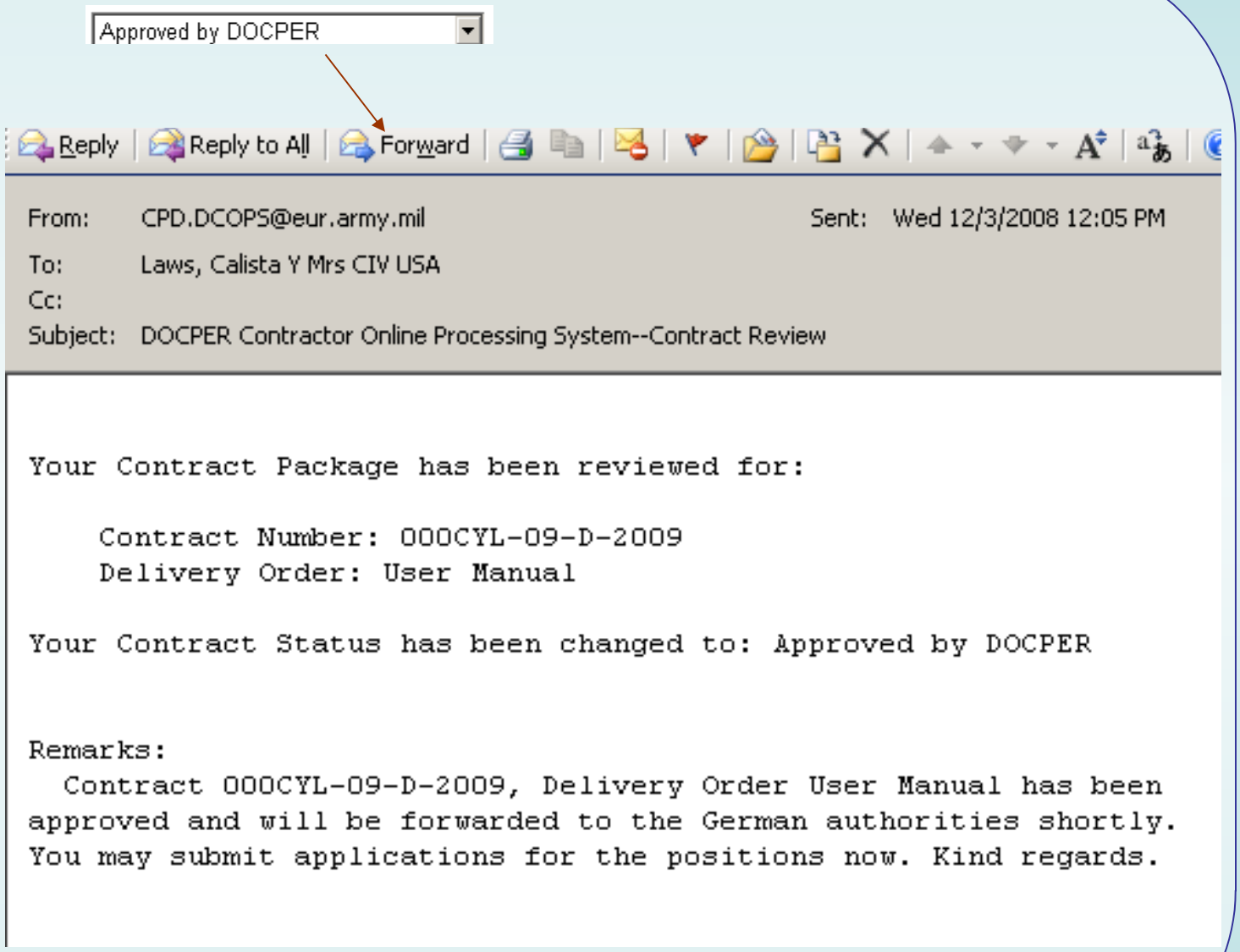


UNDERSTANDING THE CONTRACT STATUS

- **Returned to COR**
- **Approved by DOCPER**
- **Disapproved by DOCER**
- **Final OK (Phase I Done)**
- **Mod Requested by COR**
- **Mod Pending Submission-DOCPER**
- **Mod Pending Review by DOCPER-**
- **Mod Approved by DOCPER**
- **Mod Returned to COR**

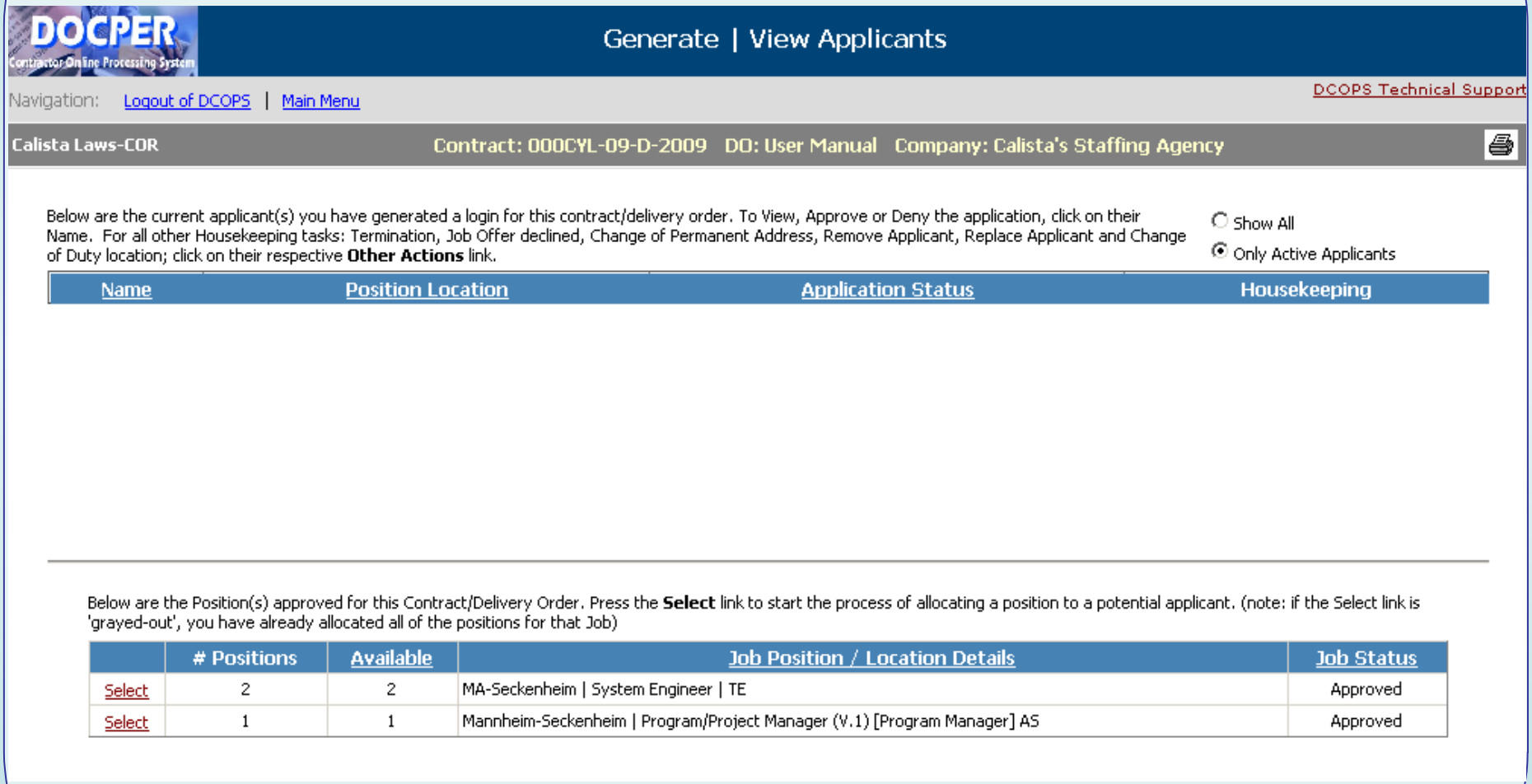
WHEN A CONTRACT IS APPROVED BY DOCPER

The status is now:



The next step is applications for individual contractors.

Position Selection



GENERATE APPLICANTS

DOCPER Contractor Online Processing System

Generate | View Applicants

Navigation: Logout of DCOPS | Main Menu

DCOPS Technical Support

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

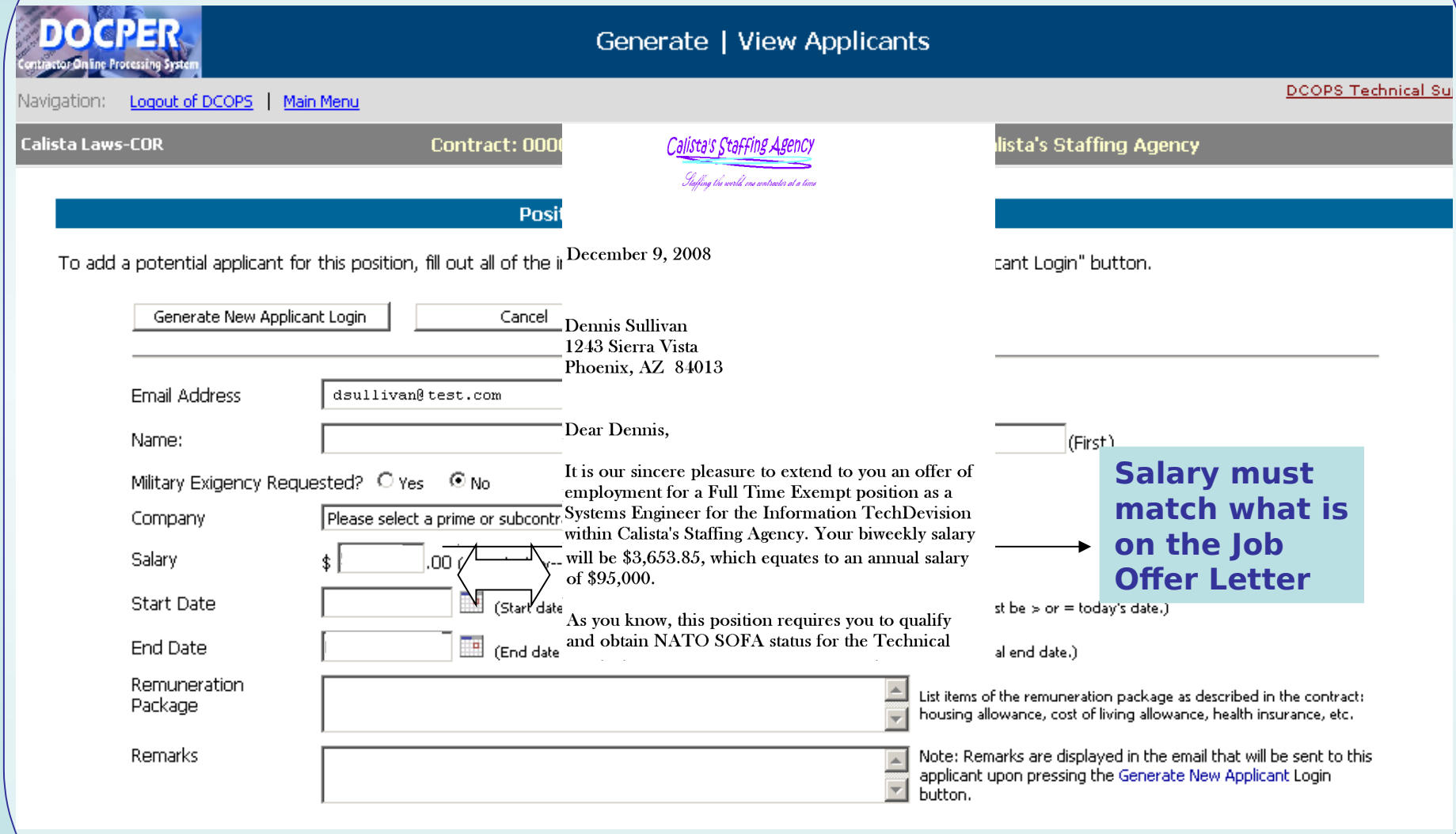
○ Show All
◉ Only Active Applicants

Name	Position Location	Application Status	Housekeeping

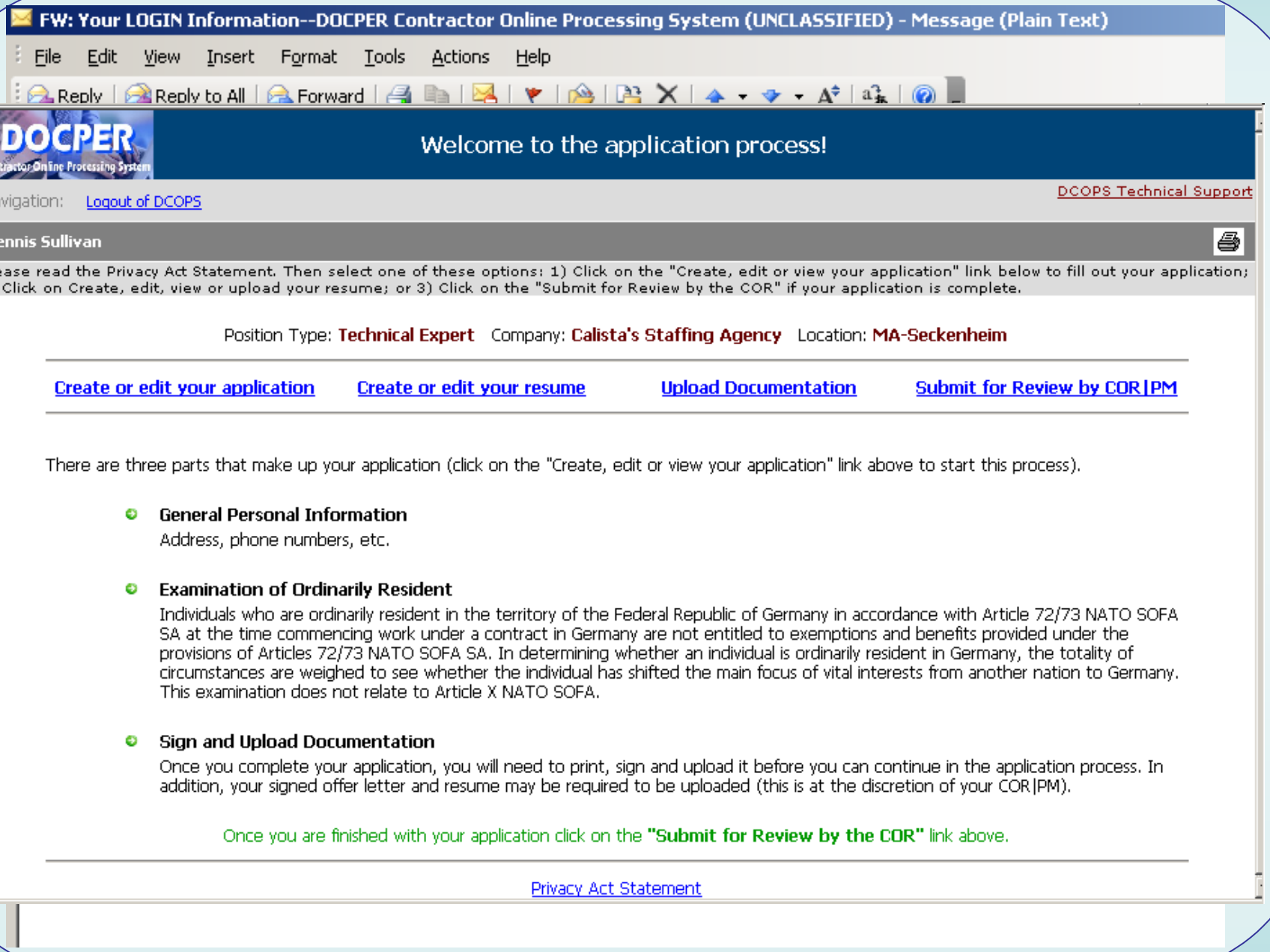
Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	MA-Seckenheim | System Engineer | TE	Approved
Select	1	1	Mannheim-Seckenheim | Program/Project Manager (V.1) [Program Manager] AS	Approved

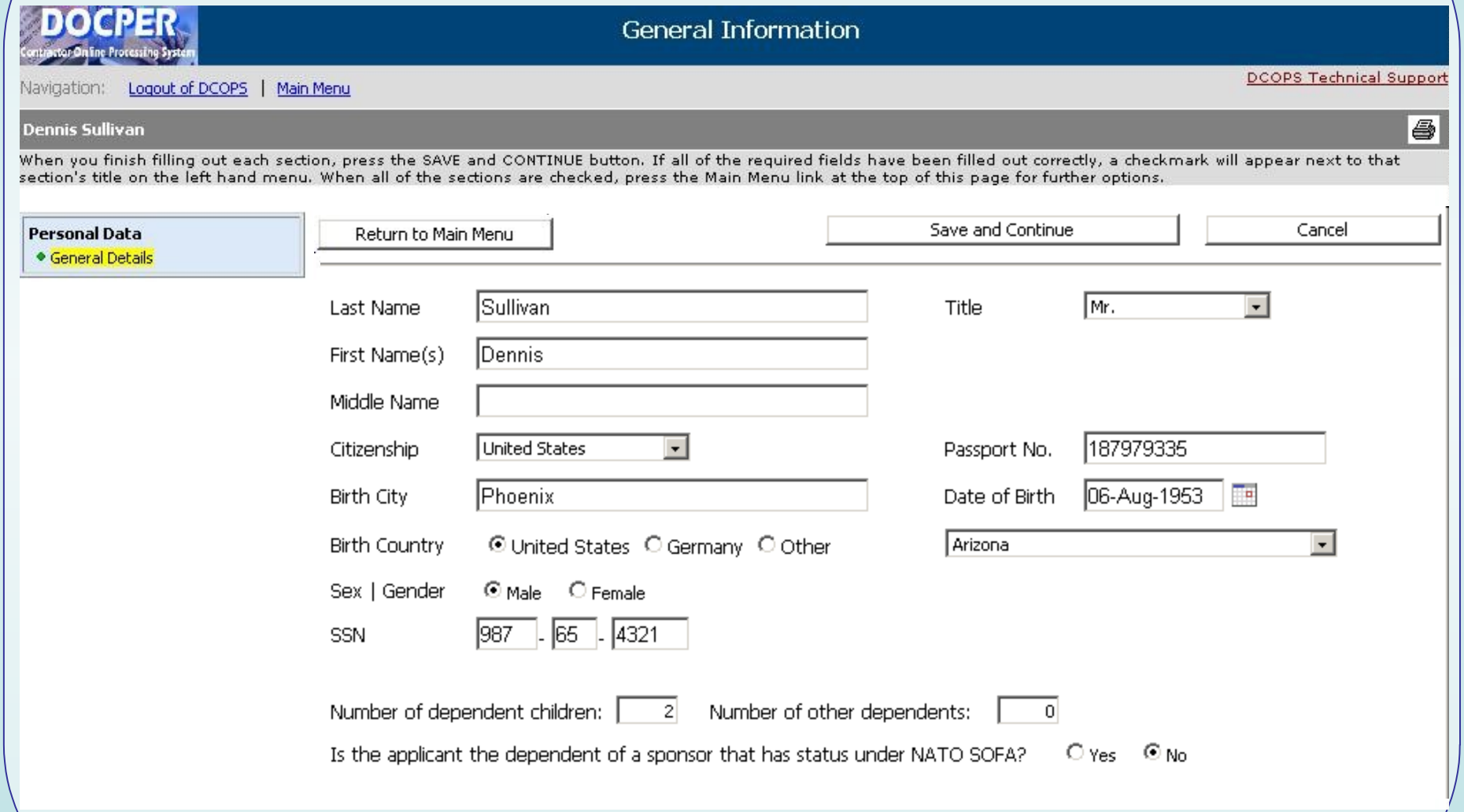
GENERATING APPLICANT RECORDS



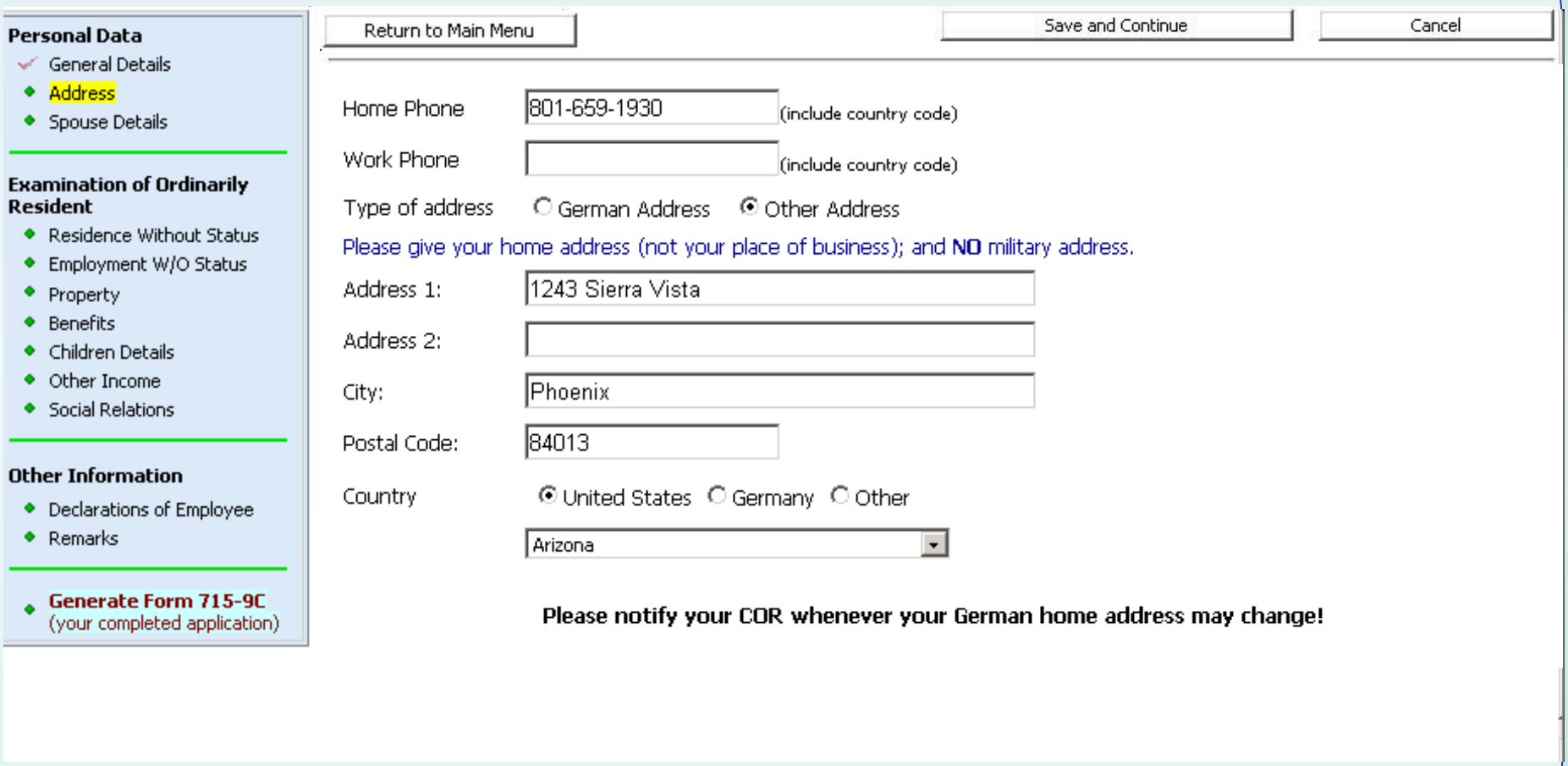
APPLICANT LOGIN



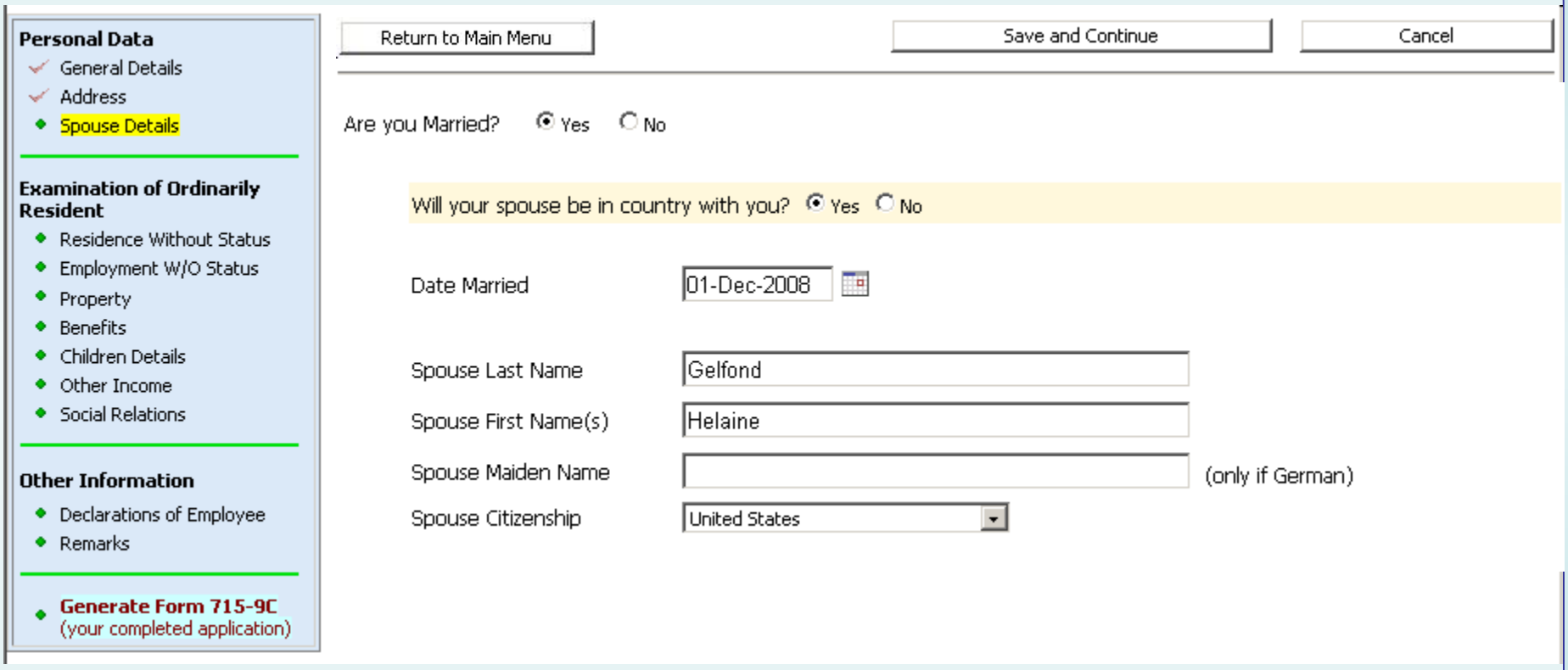
GENERAL DETAILS



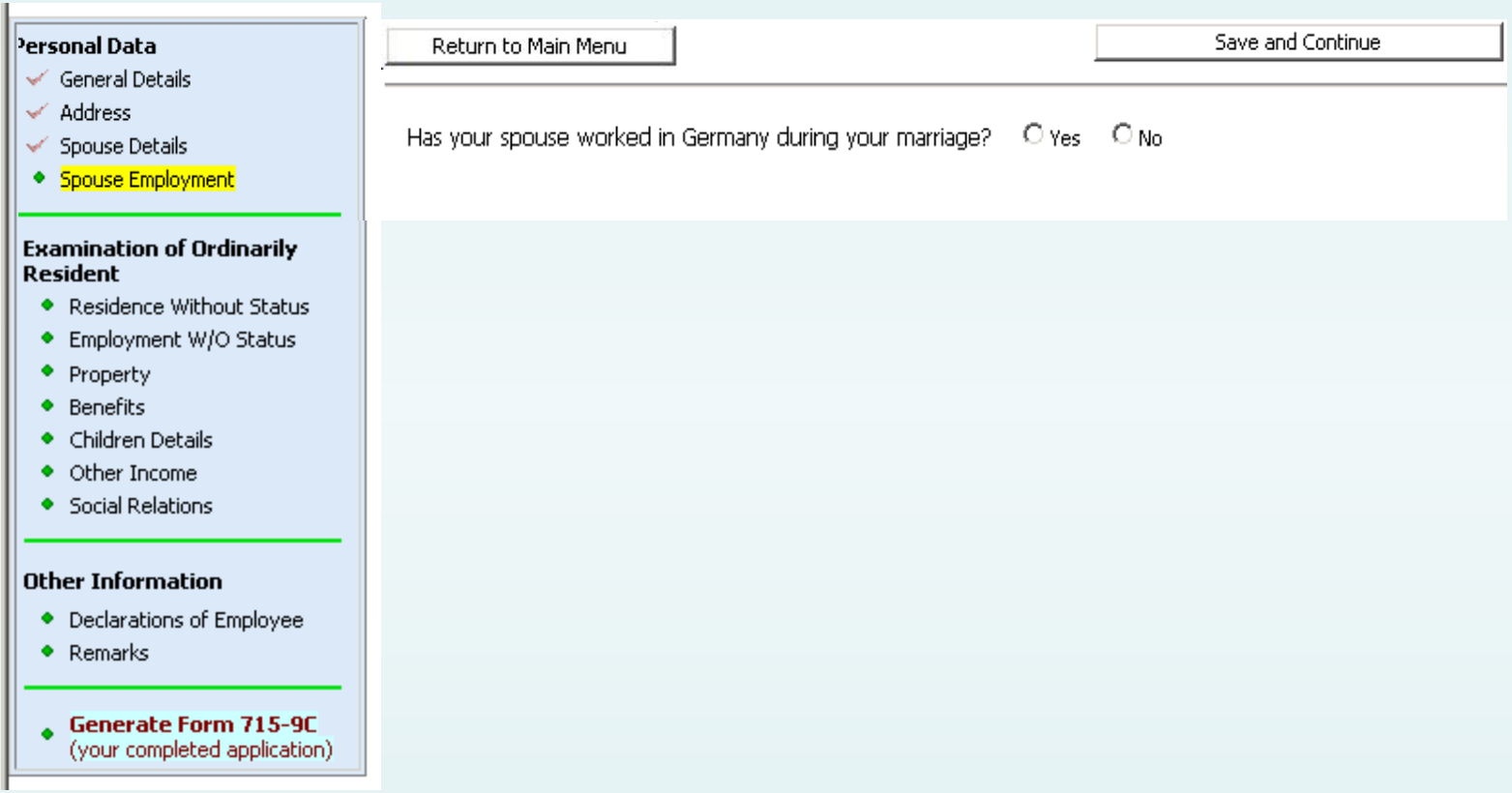
ADDRESS


Personal Data
General Details
Address
Spouse Details
Examination of Ordinarily Resident
Residence Without Status
Employment W/O Status
Property
Benefits
Children Details
Other Income
Social Relations
Other Information
Declarations of Employee
Remarks
Generate Form 715-9C
(your completed application)
Return to Main Menu
Save and Continue
Cancel
Home Phone
801-659-1930
(include country code)
Work Phone
(include country code)
Type of address
German Address
Other Address
Please give your home address (not your place of business); and NO military address.
Address 1:
1243 Sierra Vista
Address 2:
City:
Phoenix
Postal Code:
84013
Country
United States
Germany
Other
Arizona
Please notify your COR whenever your German home address may change!

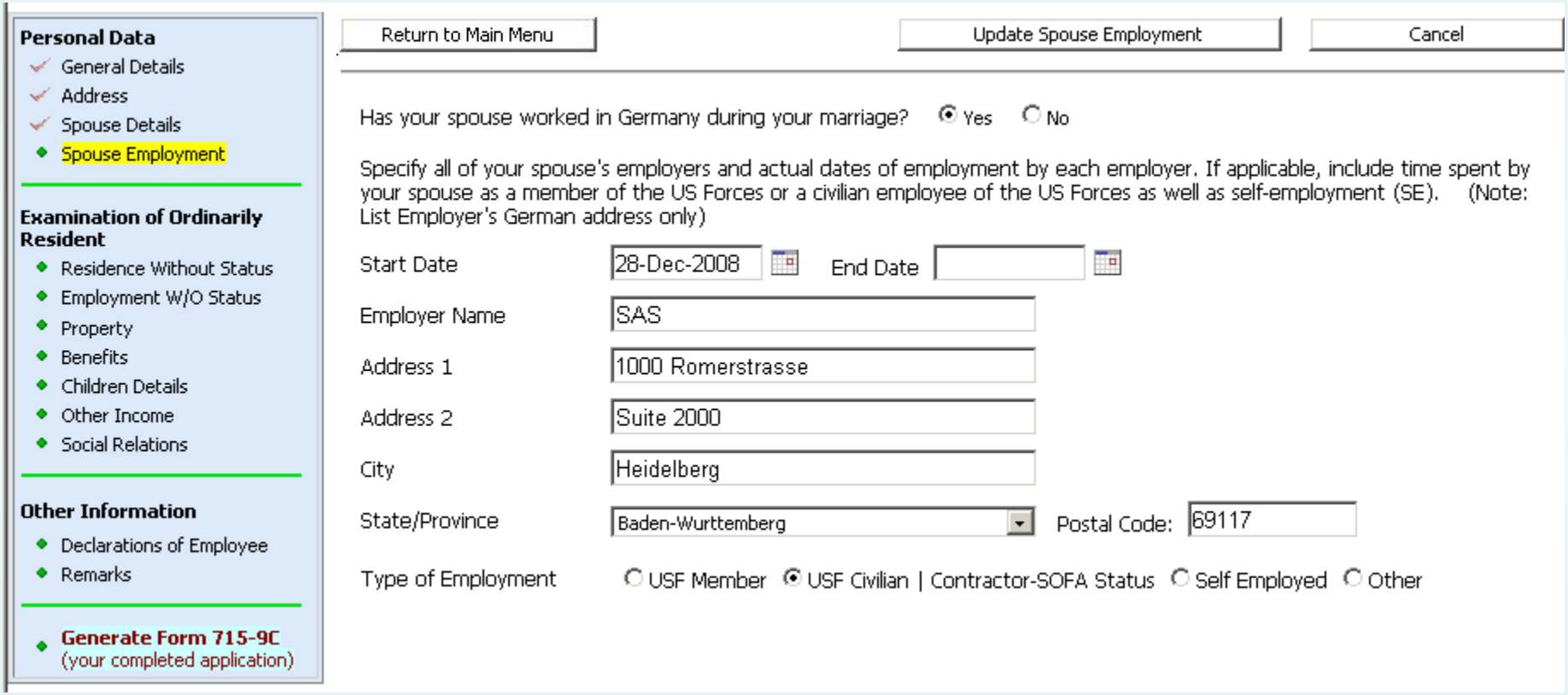
SPOUSE DETAILS

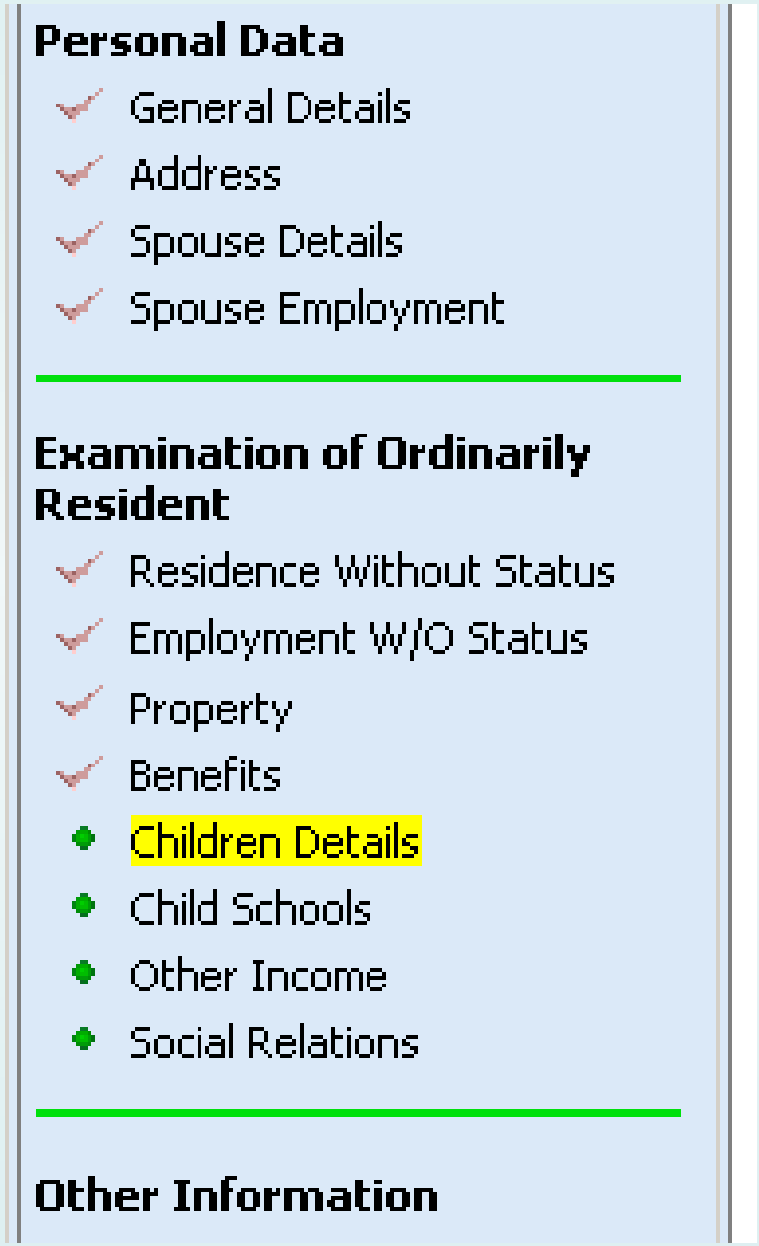


SPOUSE EMPLOYMENT

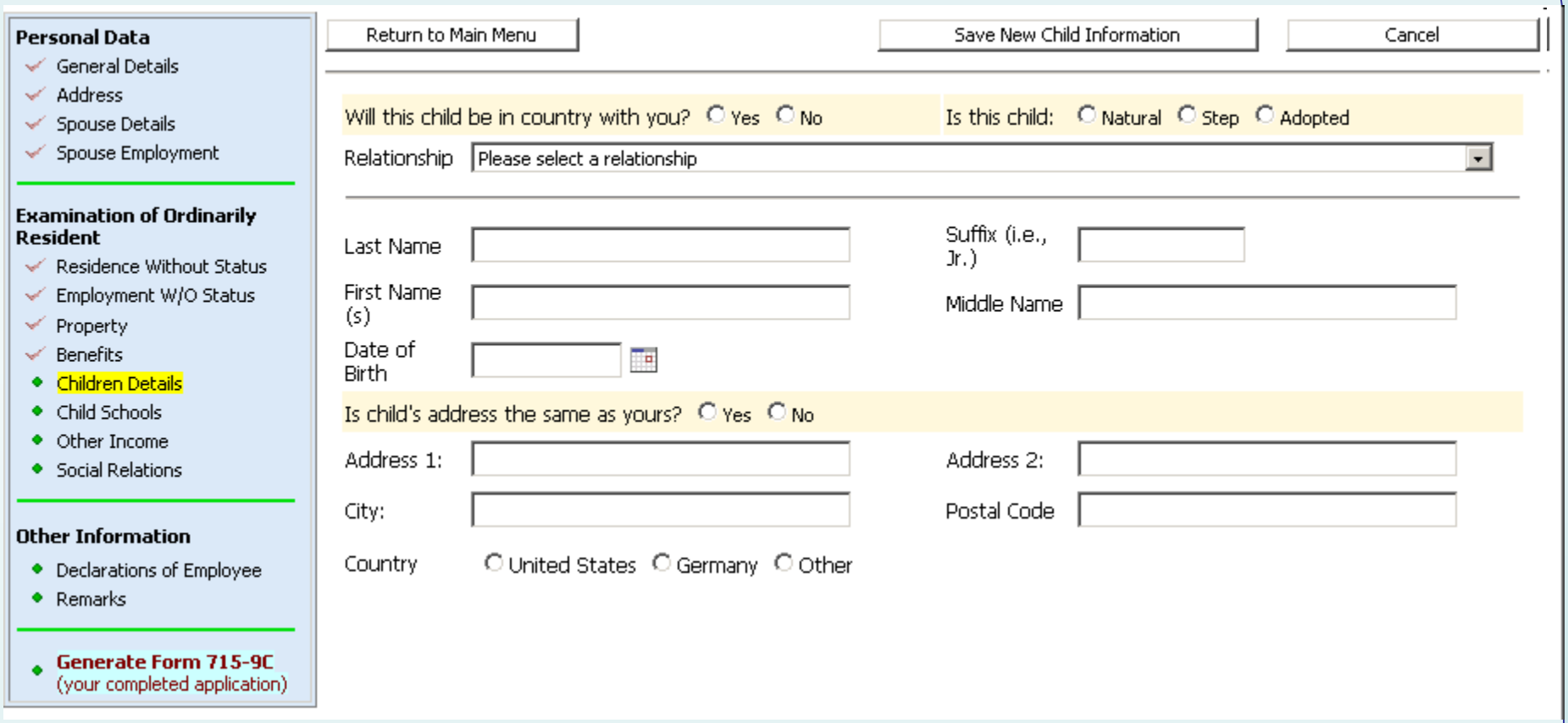


SPOUSE EMPLOYMENT

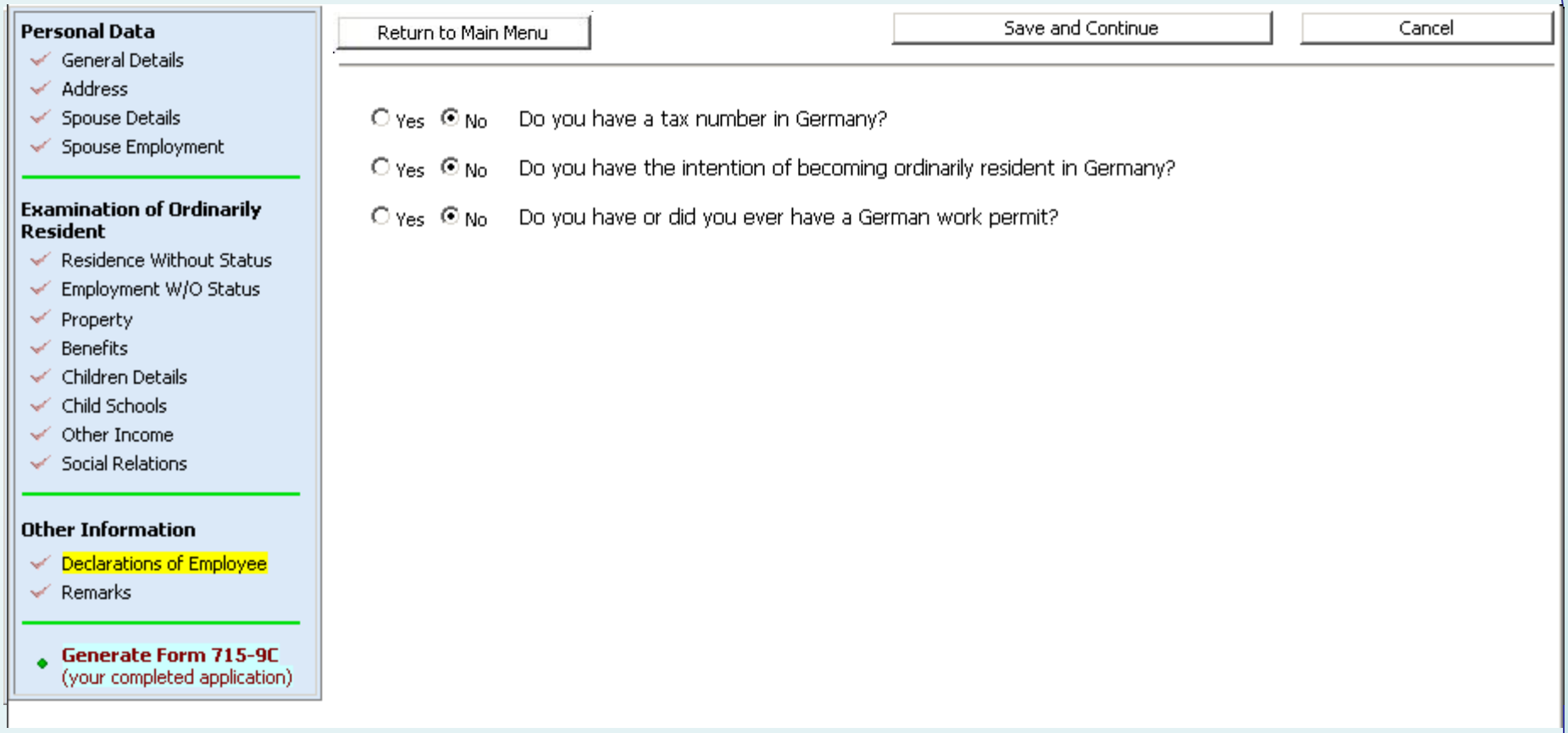



Personal Data
General Details
Address
Spouse Details
Spouse Employment
Examination of Ordinarily Resident
Residence Without Status
Employment W/O Status
Property
Benefits
Children Details
Child Schools
Other Income
Social Relations
Other Information

CHILDREN DETAILS



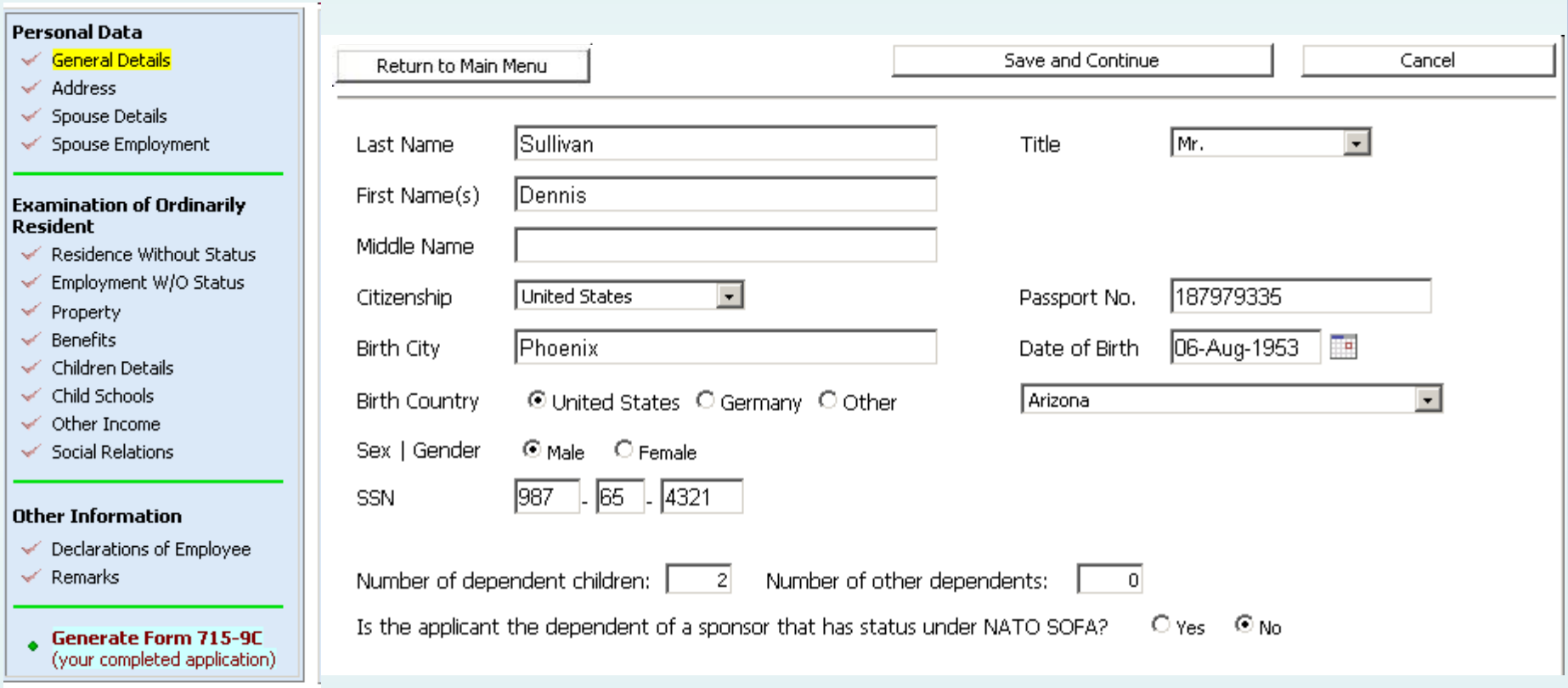
DECLARATIONS OF EMPLOYEE



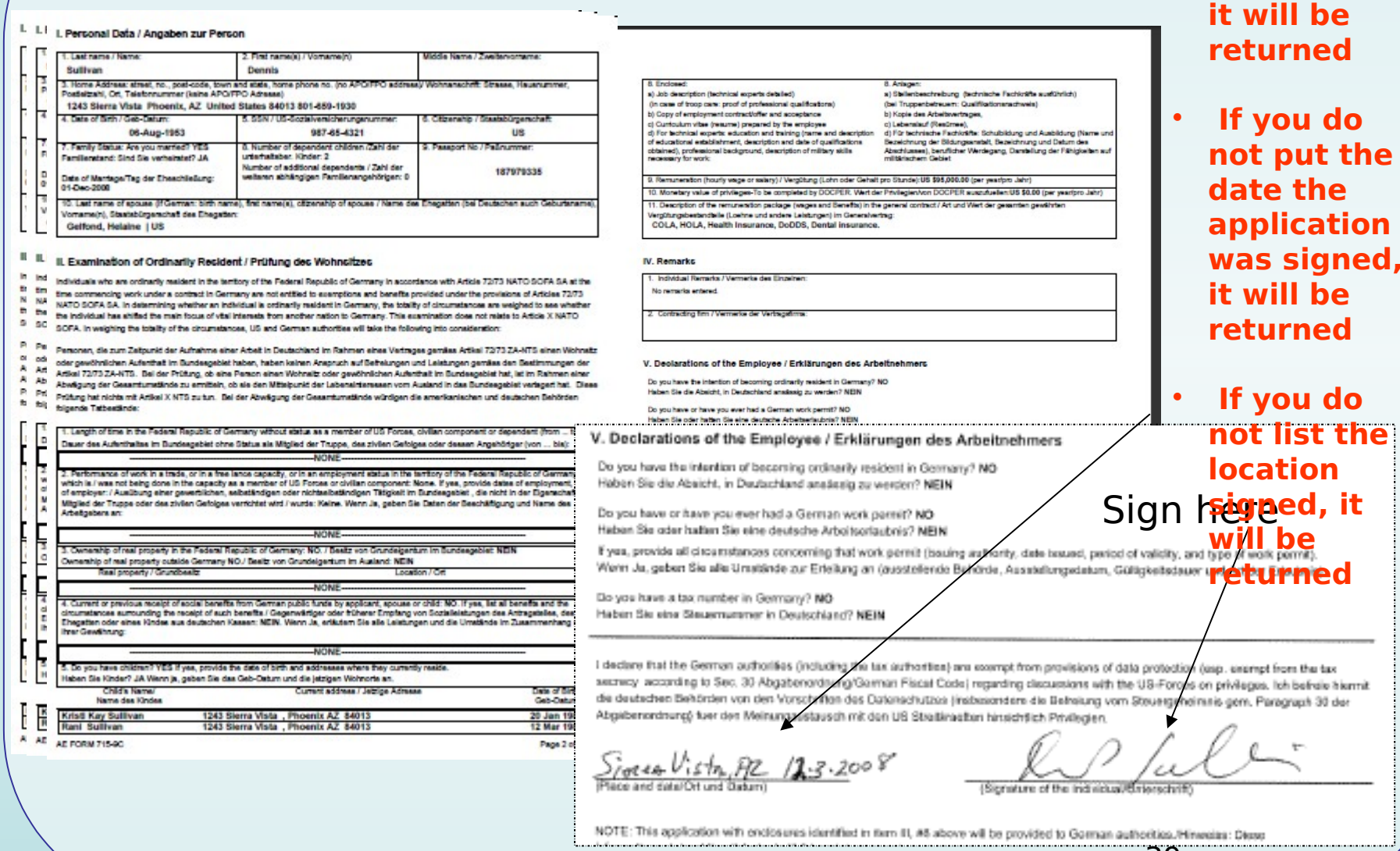
REMARKS

Personal Data
General Details
Address
Spouse Details
Spouse Employment
Examination of Ordinarily Resident
Residence Without Status
Employment W/O Status
Property
Benefits
Children Details
Child Schools
Other Income
Social Relations
Other Information
Declarations of Employee
Remarks
Generate Form 715-9C
(your completed application)
Return to Main Menu
Save and Continue
Cancel
Remarks

GENERATING THE FORM 715-9C



SIGNING THE 715-9C



I. Personal Data / Angaben zur Person

1. Last name / Name:	2. First name(s) / Vorname(n)	Middle Name / Zweitenvorname:
Sullivan	Dennis	

3. Home Address: street, no., post-code, town and state, home phone no. (no APO/FPO address) Wohnanschrift: Strasse, Hausnummer, Postleitzahl, Ort, Telefonnummer (keine APO/FPO Adresse)
1243 Sierra Vista Phoenix, AZ United States 84013 801-859-1930

4. Date of Birth / Geb.-Datum:	5. SSN / US-Sozialversicherungsnummer:	6. Citizenship / Staatsbürgerschaft:
06-Aug-1953	987-65-4321	US

7. Family Status: Are you married? YES Familienstand: Sind Sie verheiratet? JA Date of Marriage/Tag der Eheschließung: 01-Dec-2000	8. Number of dependent children (Zahl der unterhaltsber. Kinder: 2 Number of additional dependents / Zahl der weiteren abhängigen Familienangehörigen: 0	9. Passport No / Paßnummer: 187979335

10. Last name of spouse (if German: birth name), first name(s), citizenship of spouse / Name des Ehegatten (bei Deutschen auch Geburtsname), Vorname(n), Staatsbürgerschaft des Ehegatten:
Gelfond, Helaine | US

II. Examination of Ordinarily Resident / Prüfung des Wohnsitzes

Individuals who are ordinarily resident in the territory of the Federal Republic of Germany in accordance with Article 72/73 NATO SOFA SA at the time commencing work under a contract in Germany are not entitled to exemptions and benefits provided under the provisions of Articles 72/73 NATO SOFA SA. In determining whether an individual is ordinarily resident in Germany, the totality of circumstances are weighed to see whether the individual has shifted the main focus of vital interests from another nation to Germany. This examination does not relate to Article X NATO SOFA. In weighing the totality of the circumstances, US and German authorities will take the following into consideration:

Personen, die zum Zeitpunkt der Aufnahme einer Arbeit in Deutschland im Rahmen eines Vertrages gemäss Artikel 72/73 ZA-NTS einen Wohnsitz oder gewöhnlichen Aufenthalt im Bundesgebiet haben, haben keinen Anspruch auf Befreiungen und Leistungen gemäss den Bestimmungen der Artikel 72/73 ZA-NTS. Bei der Prüfung, ob eine Person einen Wohnsitz oder gewöhnlichen Aufenthalt im Bundesgebiet hat, ist im Rahmen einer Abwägung der Gesamtumstände zu ermitteln, ob sie den Mittelpunkt der Lebensinteressen vom Ausland in das Bundesgebiet verlagert hat. Diese Prüfung hat nichts mit Artikel X NTS zu tun. Bei der Abwägung der Gesamtumstände würdigen die amerikanischen und deutschen Behörden folgende Tatbestände:

1. Length of time in the Federal Republic of Germany without status as a member of US Forces, civilian component or dependent (from ... to ...):
Dauer des Aufenthaltes im Bundesgebiet ohne Status als Mitglied der Truppe, des zivilen Gefolges oder dessen Angehöriger (von ... bis):
NONE

2. Performance of work in a trade, or in a free lance capacity, or in an employment status in the territory of the Federal Republic of Germany which is / was not being done in the capacity as a member of US Forces or civilian component: None. If yes, provide dates of employment, name of employer: / Ausübung einer gewerblichen, selbständigen oder nichtselbständigen Tätigkeit im Bundesgebiet , die nicht in der Eigenschaft als Mitglied der Truppe oder des zivilen Gefolges verrichtet wird / wurde: Keine. Wenn Ja, geben Sie Daten der Beschäftigung und Name des Arbeitgebers an:
NONE

3. Ownership of real property in the Federal Republic of Germany: NO. / Besitz von Grundeigentum im Bundesgebiet: NEIN
Ownership of real property outside Germany NO. / Besitz von Grundeigentum im Ausland: NEIN

Real property / Grundbesitz	Location / Ort
NONE	

4. Current or previous receipt of social benefits from German public funds by applicant, spouse or child: NO. If yes, list all benefits and the circumstances surrounding the receipt of such benefits / Gegenwärtiger oder früherer Empfang von Sozialleistungen des Antragstellers, des Ehegatten oder eines Kindes aus deutschen Kassen: NEIN. Wenn Ja, erläutern Sie alle Leistungen und die Umstände im Zusammenhang mit ihrer Gewährung:
NONE

5. Do you have children? YES If yes, provide the date of birth and addresses where they currently reside.
Haben Sie Kinder? JA Wenn ja, geben Sie das Geb.-Datum und die jetzigen Wohnorte an.

Child's Name/ Name des Kindes	Current address / Jetzige Adresse	Date of Birth / Geb.-Datum
Kristi Kay Sullivan	1243 Sierra Vista , Phoenix AZ 84013	20 Jan 19
Rani Sullivan	1243 Sierra Vista , Phoenix AZ 84013	12 Mar 19

AE FORM 715-9C Page 2 of

8. Enclosed:
a) Job description (technical experts detailed)
(in case of troop care: proof of professional qualifications)
b) Copy of employment contract/offer and acceptance
c) Curriculum vitae (resume) prepared by the employee
d) For technical experts: education and training (name and description of educational establishment, description and date of qualifications obtained), professional background, description of military skills necessary for work:

8. Anlagen:
a) Stellenbeschreibung (technische Fachkräfte ausführlich)
(bei Truppenbetreuern: Qualifikationsnachweis)
b) Kopie des Arbeitsvertrages,
c) Lebenslauf (ResÜmee),
d) Für technische Fachkräfte: Schulbildung und Ausbildung (Name und Bezeichnung der Bildungsstätte, Bezeichnung und Datum des Abschlusses), beruflicher Werdegang, Darstellung der Fähigkeiten auf militärischem Gebiet

9. Remuneration (hourly wage or salary) / Vergütung (Lohn oder Gehalt pro Stunde): US $95,000.00 (per year/pro Jahr)

10. Monetary value of privileges-To be completed by DOCPER. Wert der Privilegien/von DOCPER auszufüllen: US $0.00 (per year/pro Jahr)

11. Description of the remuneration package (wages and Benefits) in the general contract / Art und Wert der gesamten gewährten Vergütungsbestandteile (Lohne und andere Leistungen) im Generalvertrag:
COLA, HOLA, Health Insurance, DoDDS, Dental Insurance.

IV. Remarks

1. Individual Remarks / Vermerke des Einzelnen:
No remarks entered.
2. Contracting firm / Vermerke der Vertragsfirma:

V. Declarations of the Employee / Erklärungen des Arbeitnehmers

Do you have the intention of becoming ordinarily resident in Germany? NO
Haben Sie die Absicht, in Deutschland ansässig zu werden? NEIN

Do you have or have you ever had a German work permit? NO
Haben Sie oder hatten Sie eine deutsche Arbeitserlaubnis? NEIN

If yes, provide all circumstances concerning that work permit (issuing authority, date issued, period of validity, and type of work permit).
Wenn Ja, geben Sie alle Umstände zur Erteilung an (ausstellende Behörde, Ausstellungsdatum, Gültigkeitsdauer und Art der Arbeitserlaubnis).

Do you have a tax number in Germany? NO
Haben Sie eine Steuernummer in Deutschland? NEIN

I declare that the German authorities (including the tax authorities) are exempt from provisions of data protection (esp. exempt from the tax secrecy according to Sec. 30 Abgabenordnung/German Fiscal Code) regarding discussions with the US-Forces on privileges. Ich befreie hiermit die deutschen Behörden von den Vorschriften des Datenschutzes (insbesondere die Befreiung vom Steuergeheimnis gem. Paragraph 30 der Abgabenordnung) über den Meinungsaustausch mit den US Stellen/allen hinsichtlich Privilegien.

Sierra Vista, AZ 12.3.2008
(Place and date/Ort und Datum)

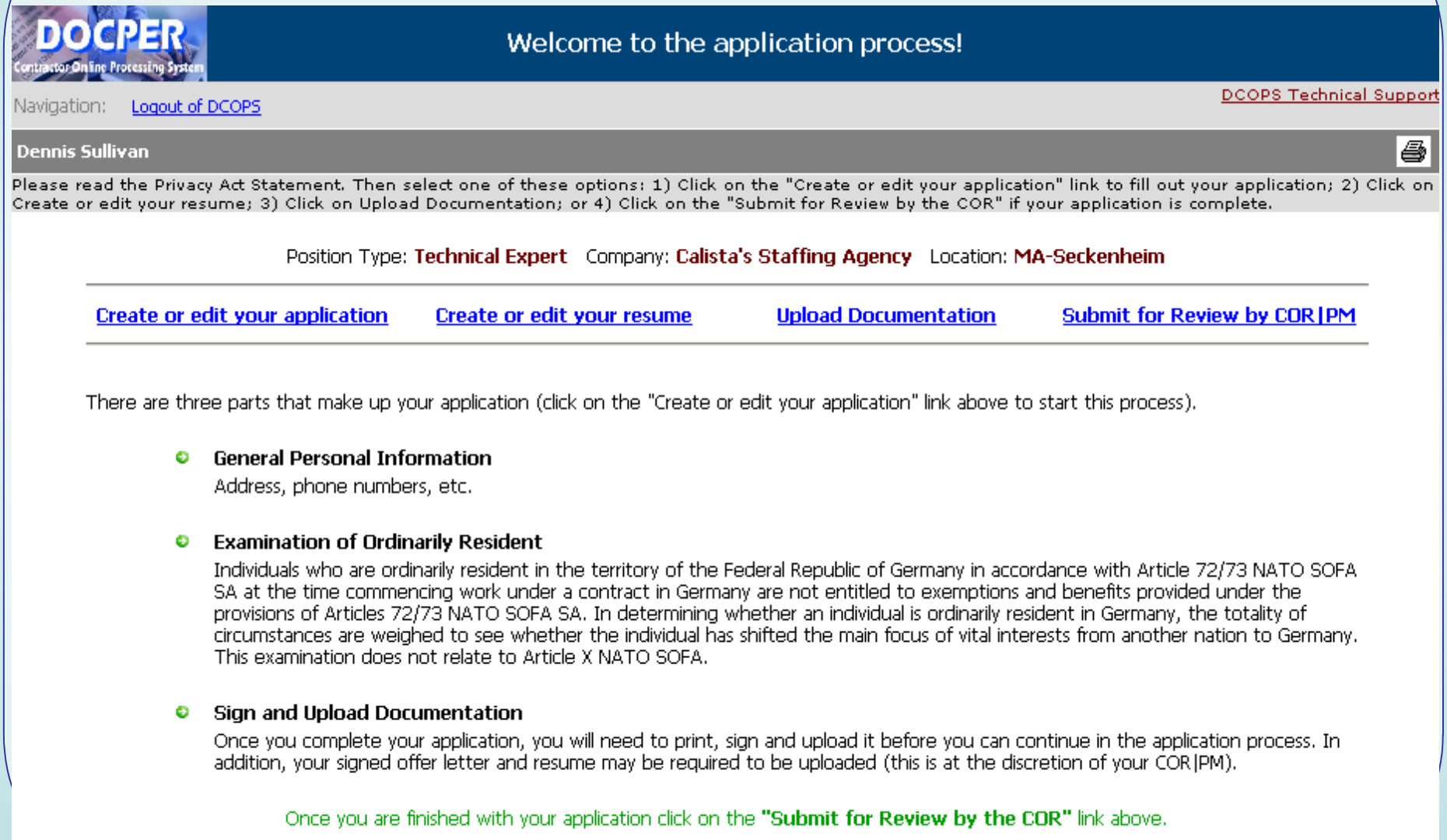
(Signature of the individual/Unterschrift)

NOTE: This application with enclosures identified in item II, #8 above will be provided to German authorities./Hinweis: Diese

Sign here

- If you do not sign the application, it will be returned
- If you do not put the date the application was signed, it will be returned
- If you do not list the location signed, it will be returned

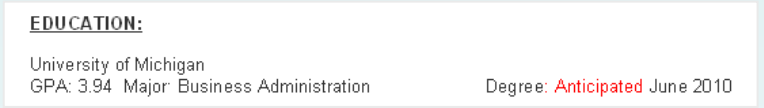
RESUME OPTIONS – DCOPS VS UPLOADED



Resume

These are sample errors on a resume according to DOCPER policy.
Please ensure the resume does not include the following:

Incomplete degrees:

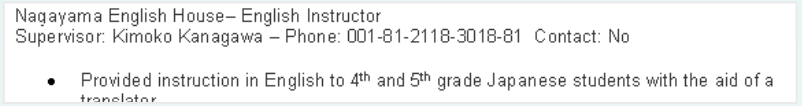


EDUCATION:

University of Michigan
GPA: 3.94 Major: Business Administration Degree: Anticipated June 2010

Location of work not provided:

Please give location of employment/ unemployment for every entry. (City/State or City/Country)



Nagayama English House– English Instructor
Supervisor: Kimoko Kanagawa – Phone: 001-81-2118-3018-81 Contact: No

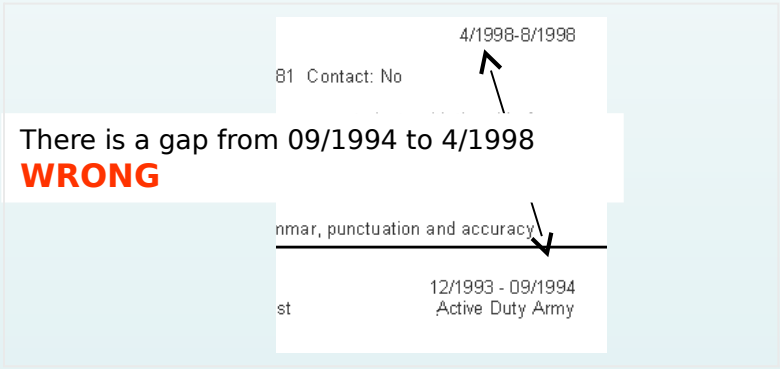
- Provided instruction in English to 4th and 5th grade Japanese students with the aid of a translator

First entry must be until "Present":

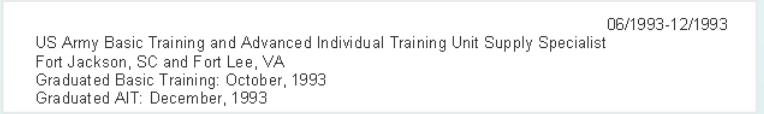
(Current date: January 2009)

08/1998 - 03/2008
Battalion S3 - Administrative Support Clerk (GS-4) US Government Employee
Armed Forces Pacific Japan
MSG Boler - 01-81-3117-63-3914; Contact:No
Supervisor: COL Bland – 49-621-730-3777 Contact: Yes

Gaps: The resume may not include gaps between periods of employment (or unemployment). DOCPER requires a month-to-month record of the applicant's work history.

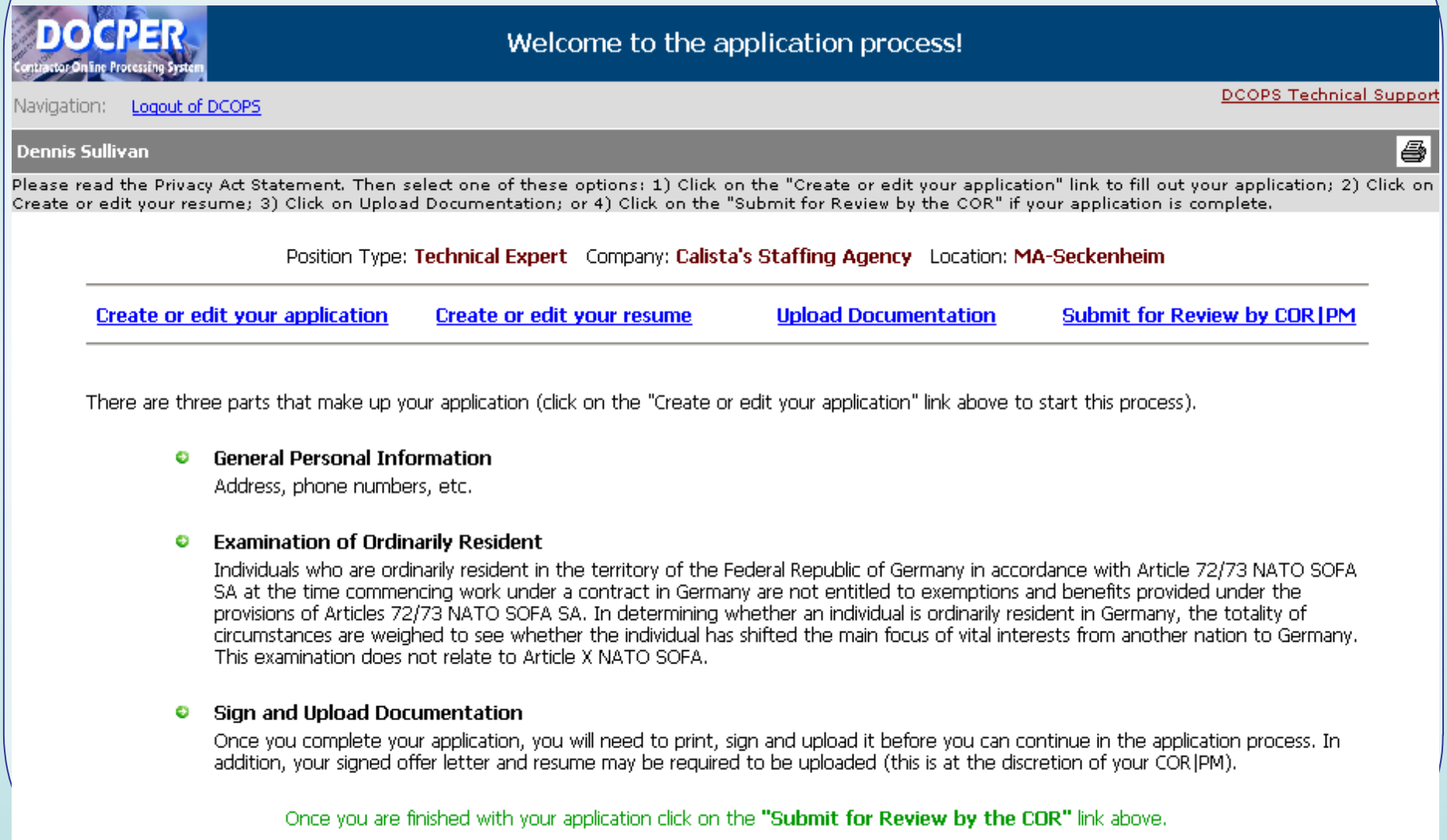


Duties not provided:

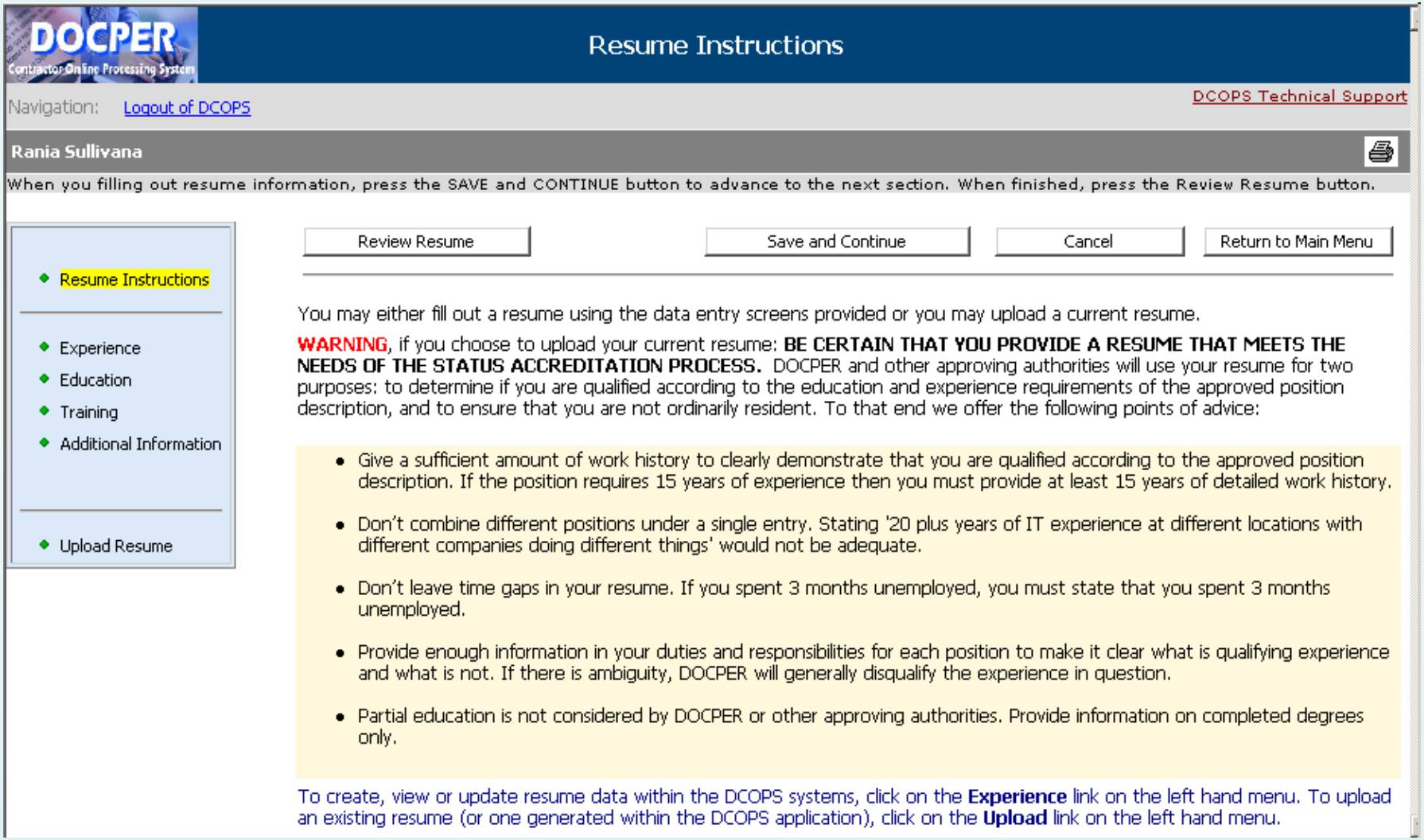


06/1993-12/1993
US Army Basic Training and Advanced Individual Training Unit Supply Specialist
Fort Jackson, SC and Fort Lee, VA
Graduated Basic Training: October, 1993
Graduated AIT: December, 1993

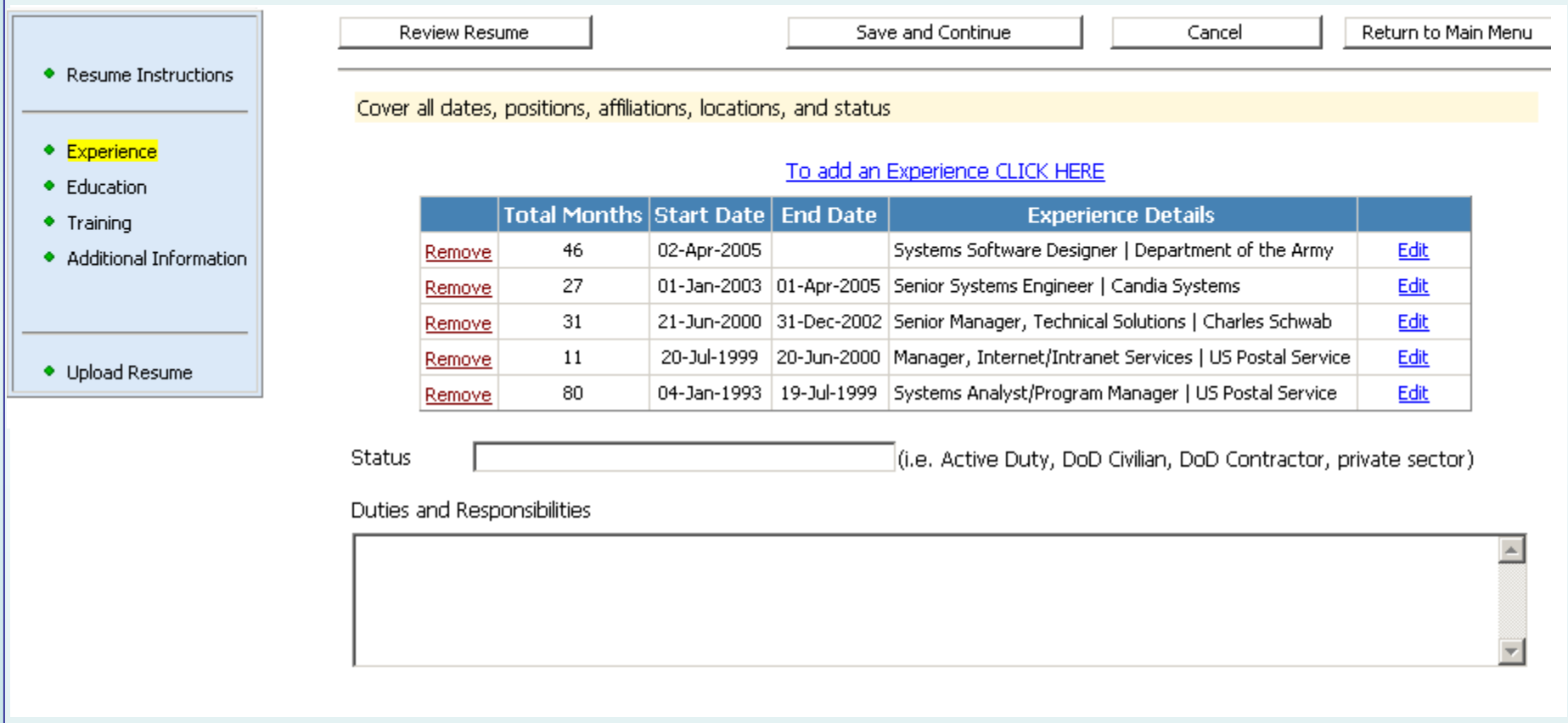
GENERATING A RESUME IN DCOPS



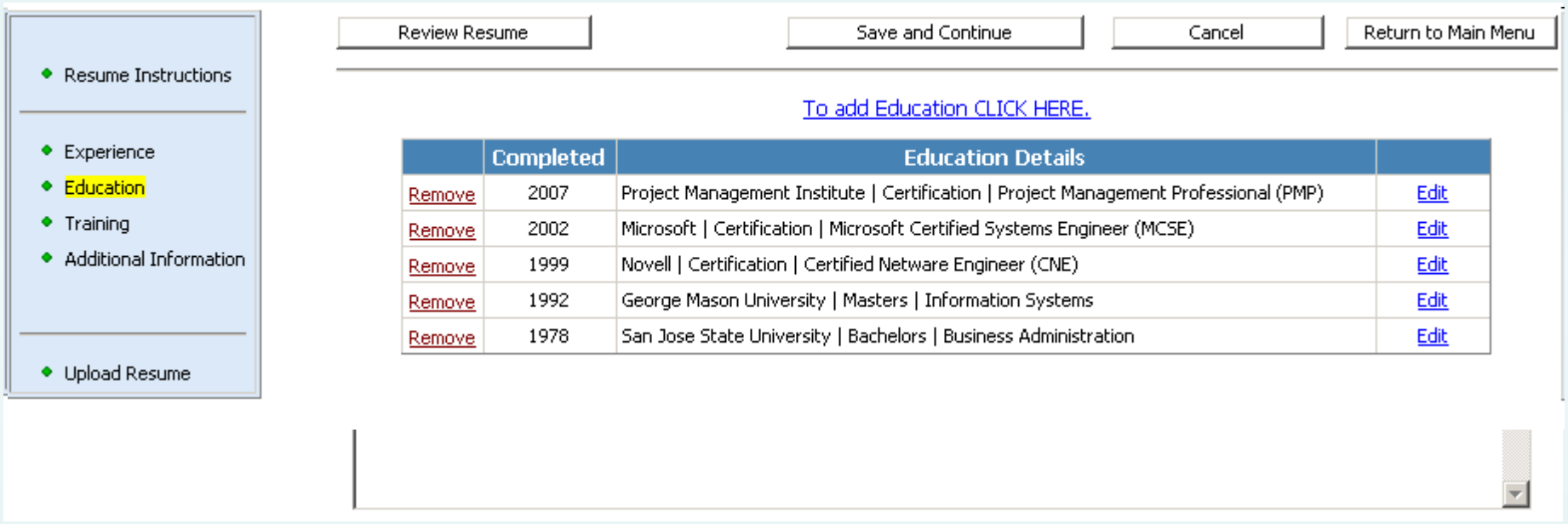
RESUME INSTRUCTIONS



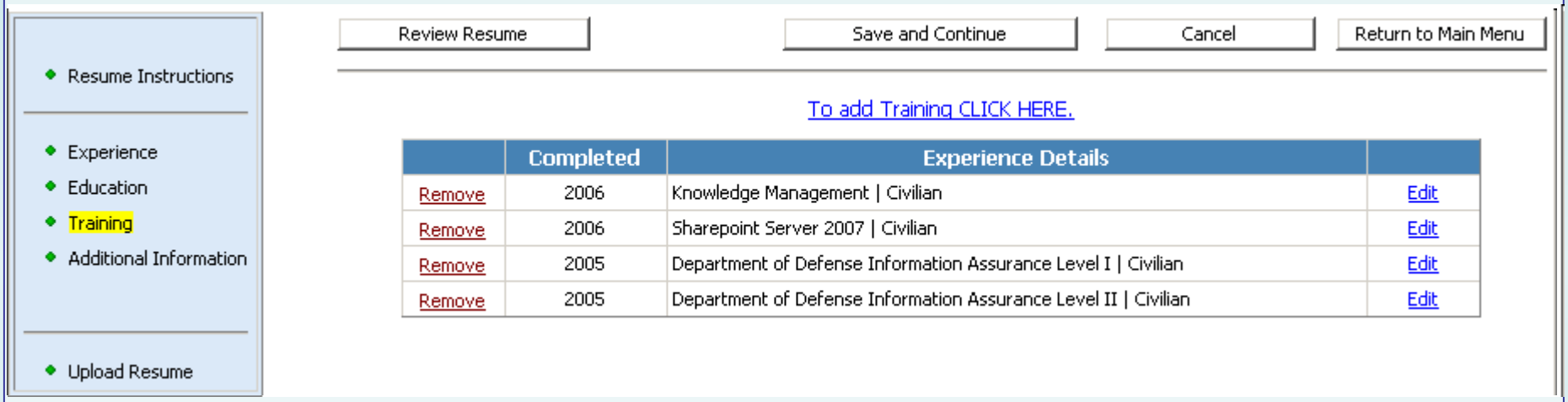
EXPERIENCE


Review Resume
Save and Continue
Cancel
Return to Main Menu
Resume Instructions
Experience
Education
Training
Additional Information
Upload Resume
Cover all dates, positions, affiliations, locations, and status
To add an Experience CLICK HERE
Total Months
Start Date
End Date
Experience Details
Remove 46 02-Apr-2005 Systems Software Designer | Department of the Army Edit
Remove 27 01-Jan-2003 01-Apr-2005 Senior Systems Engineer | Candia Systems Edit
Remove 31 21-Jun-2000 31-Dec-2002 Senior Manager, Technical Solutions | Charles Schwab Edit
Remove 11 20-Jul-1999 20-Jun-2000 Manager, Internet/Intranet Services | US Postal Service Edit
Remove 80 04-Jan-1993 19-Jul-1999 Systems Analyst/Program Manager | US Postal Service Edit
Status
(i.e. Active Duty, DoD Civilian, DoD Contractor, private sector)
Duties and Responsibilities

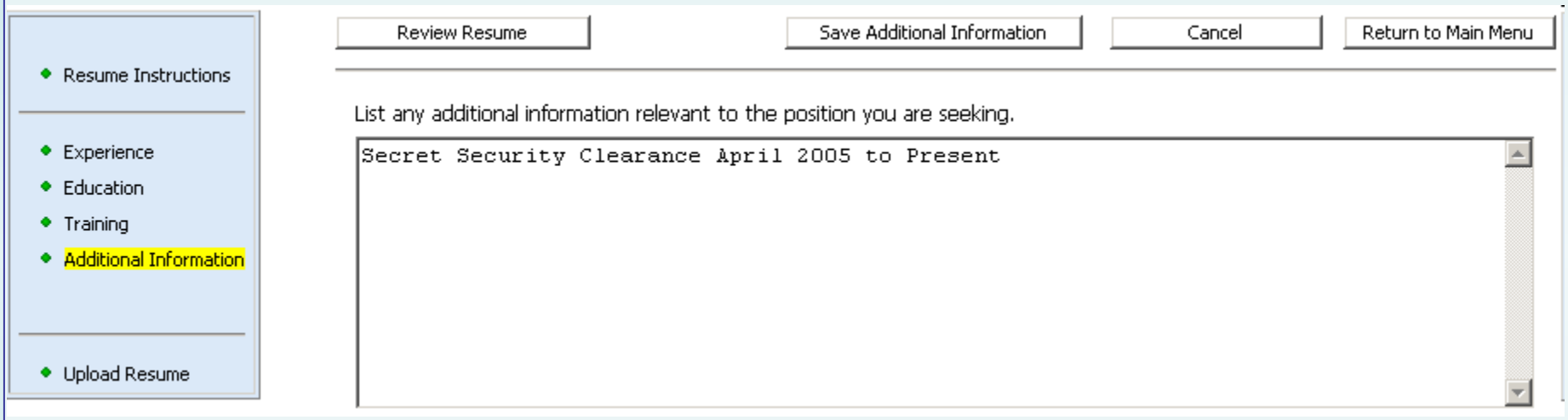
DEGREES AND CERTIFICATIONS



TRAINING


Review Resume
Save and Continue
Cancel
Return to Main Menu
Resume Instructions
Experience
Education
Training
Additional Information
Upload Resume
To add Training CLICK HERE.
Completed
Experience Details
Remove
2006
Knowledge Management | Civilian
Edit
Remove
2006
Sharepoint Server 2007 | Civilian
Edit
Remove
2005
Department of Defense Information Assurance Level I | Civilian
Edit
Remove
2005
Department of Defense Information Assurance Level II | Civilian
Edit

ADDITIONAL INFORMATION



RESUME REVIEW

Generate Resume PDF file

Return to Resume Main Page

Below is all of the information you have entered into this resume.

Experience

Start Date **02-Apr-2005** Total Months: **46**

End Date

Position Title **Systems Software Designer**

Affiliation **Department of the Army**

Location **Heidelberg, Germany**

Status **DoD Civilian**

Duties and Responsibilities

• Designed, developed and implemented an object-orientated 5-Tier web application for Department of Defense Contractor Personnel Office (DOCPER)'s Online Processing System using C# and Microsoft SQL. This system allows for individuals to securely apply online for SOFA (Status of Forces Agreement) privileges on contracting positions within Germany and Italy. It also facilitates the review, notification and approval processes for program managers, contracting officer representatives, DOCPER staff; German Foreign Office and US Embassy personnel in Rome. By web-enabling of the former Oracle/ASP client-server application and successfully implementing these 4 .NET projects, I was able to reduce DOCPER's manual contracting processes. The sponsoring organization was able to downsize DOCPER staffing by 20%. • Setup a configuration management system to ensure software development consistency to include procedures for change control, build releases, quality assurance and risk assessment. In addition, production code pushes are done off hours to minimize and mitigate disruptions to end users. • Designed, developed and executed a role-based secure login methodology for all data-entry https web applications. Depending on each end user's role, authentication is implemented using AKO (Army Knowledge Online), Windows or database tables. Army's computer system access, challenge and response, and "strong" password rules are always applied. Skills: C#, ADO.NET, MS SQL Server, Oracle, Access, Object Oriented principles, Database optimization, Web Services, Network Architecture, Java Script, SharePoint, and Project Management principles

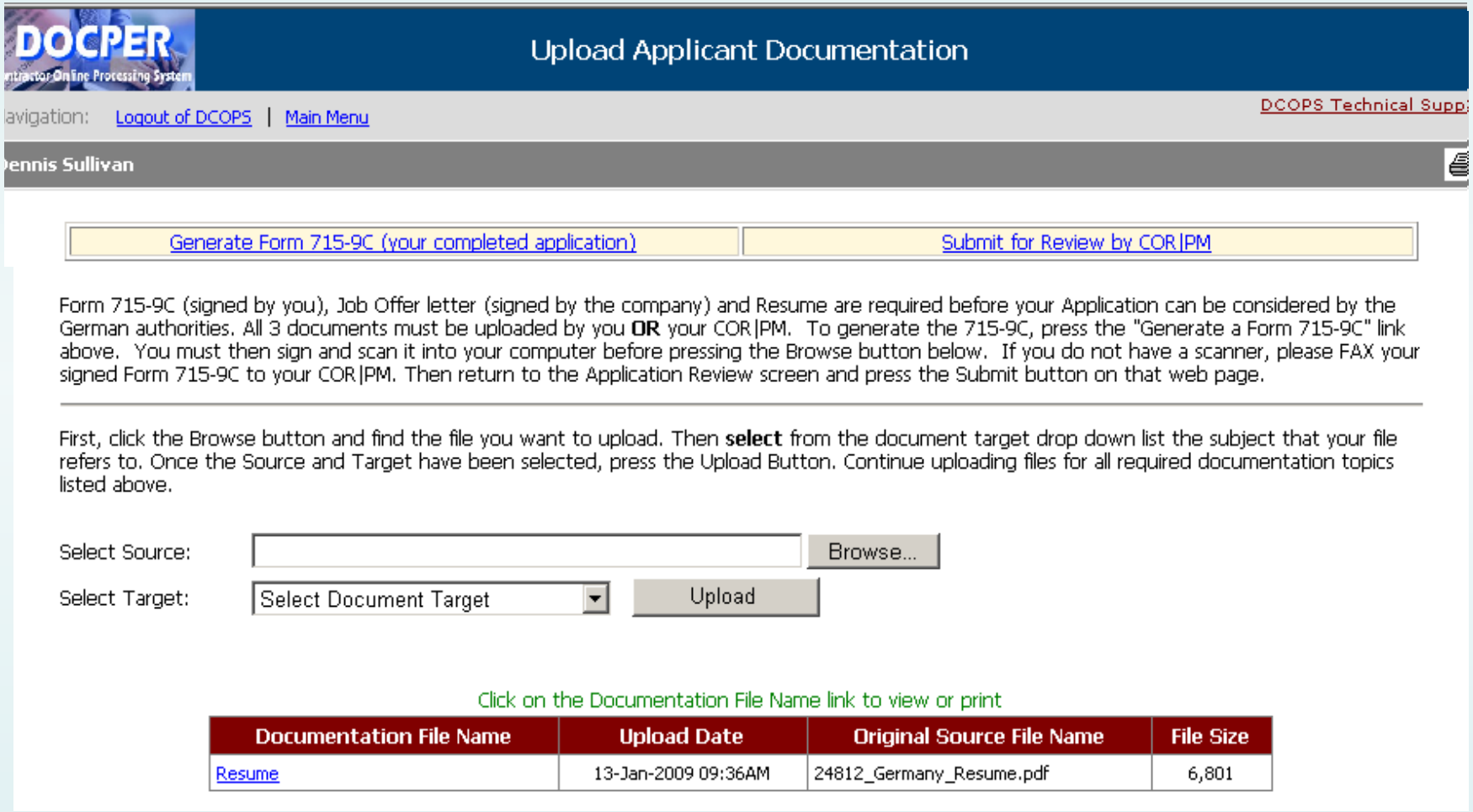
Start Date **01-Jan-2003** Total Months: **27**

End Date **01-Apr-2005**

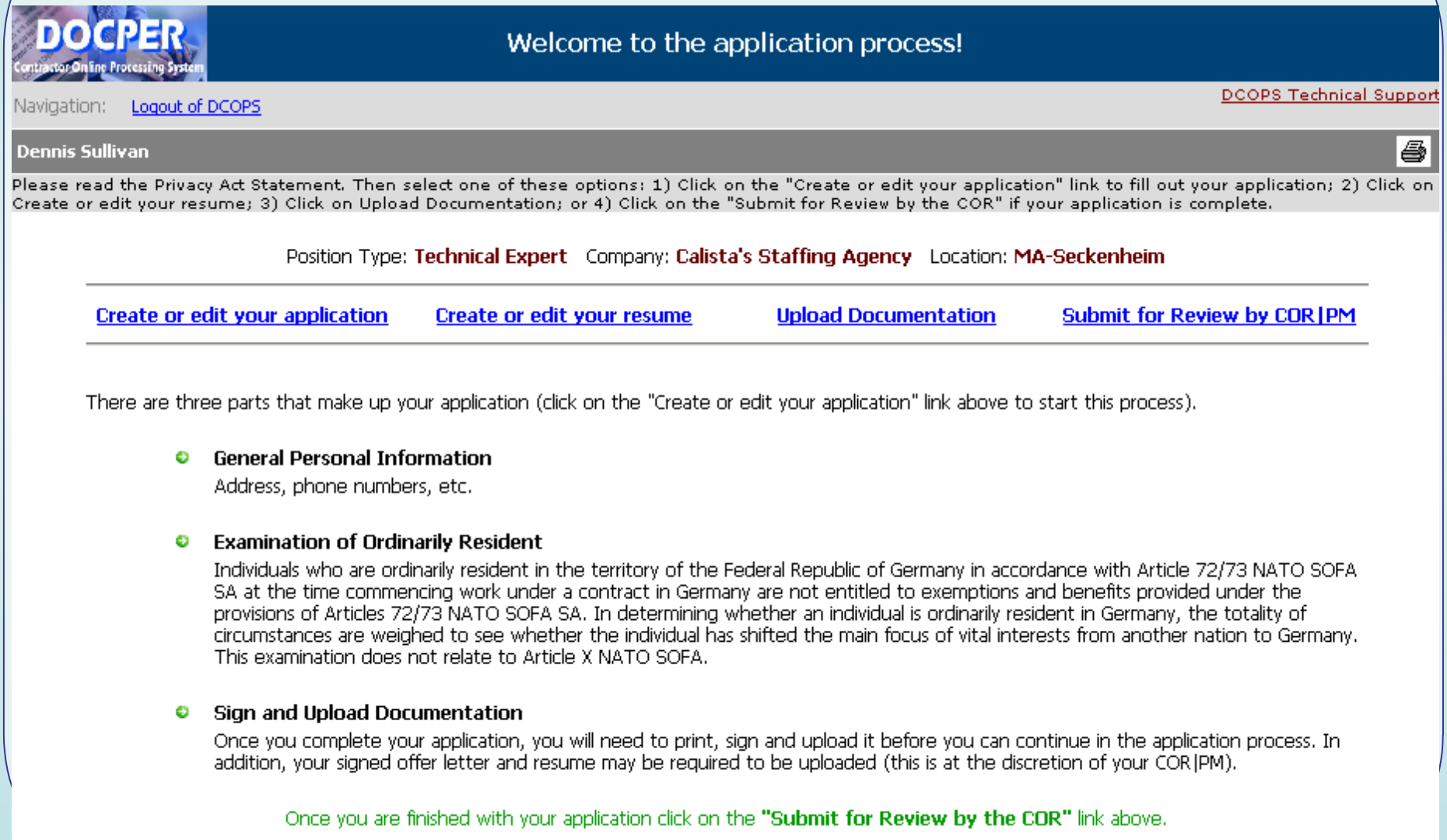
Position Title **Senior Systems Engineer**

Affiliation **Candia Systems**

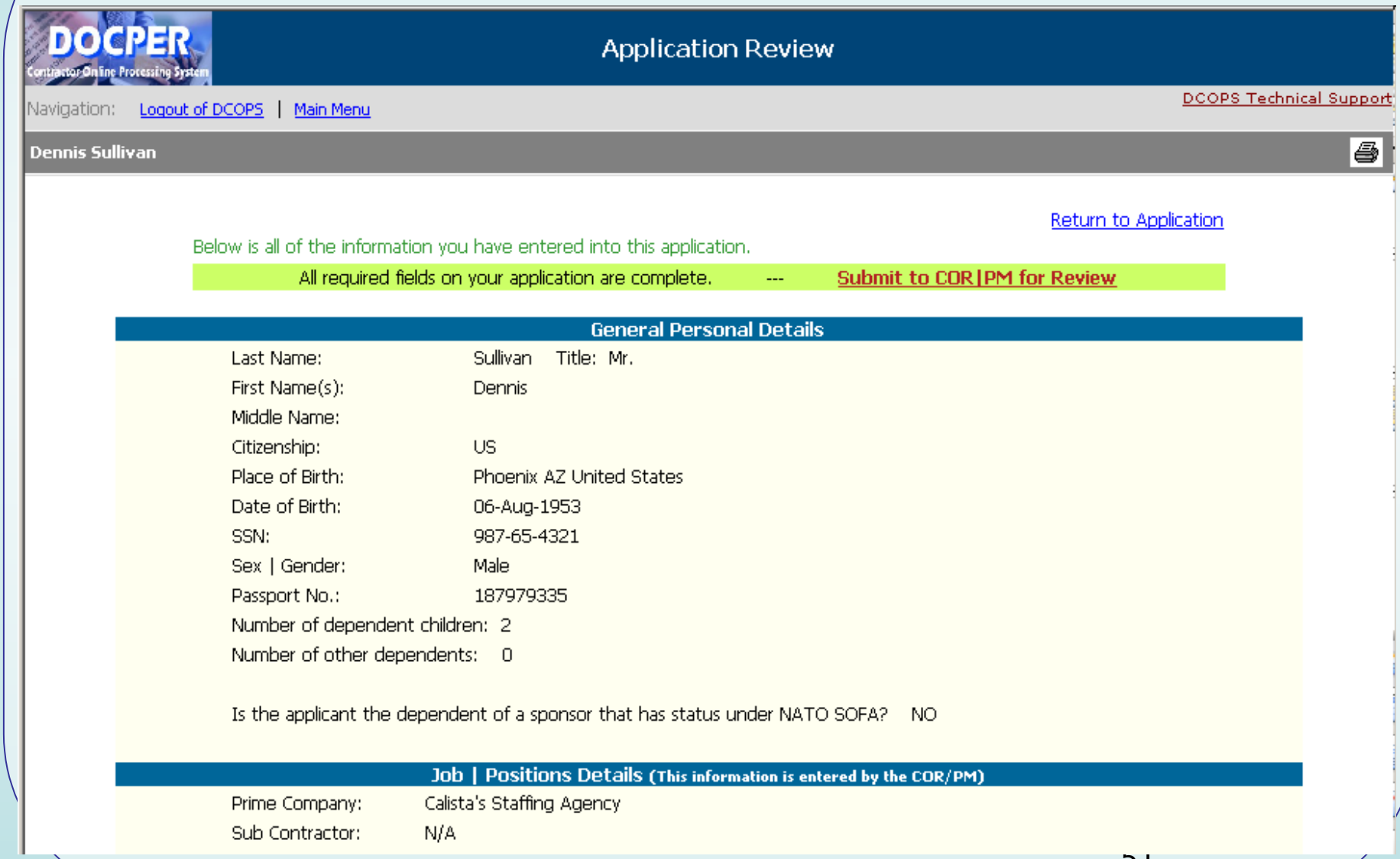
UPLOADING REQUIRED DOCUMENTATION



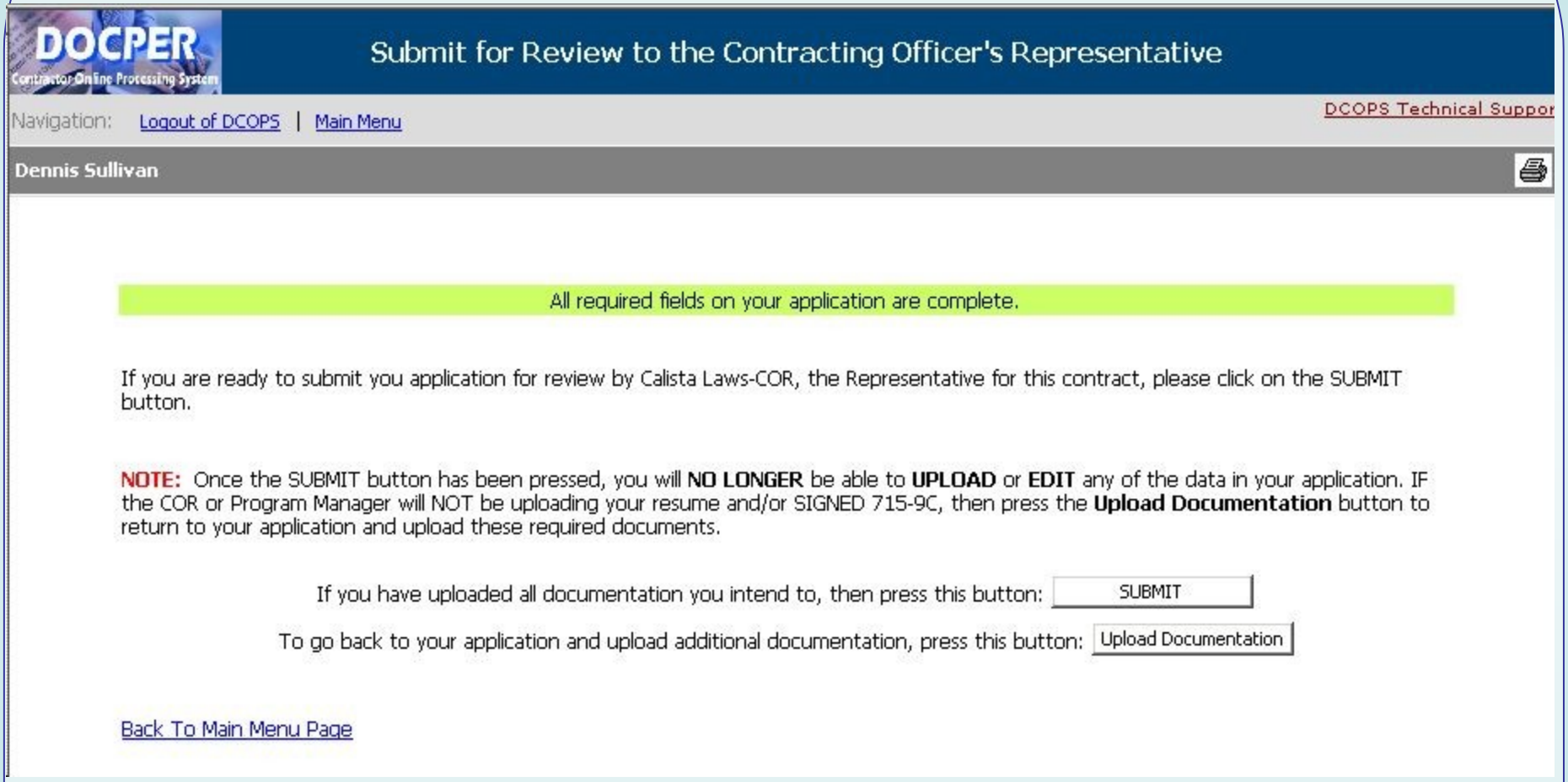
SUBMIT FOR REVIEW



DCOPS DOES A CHECK

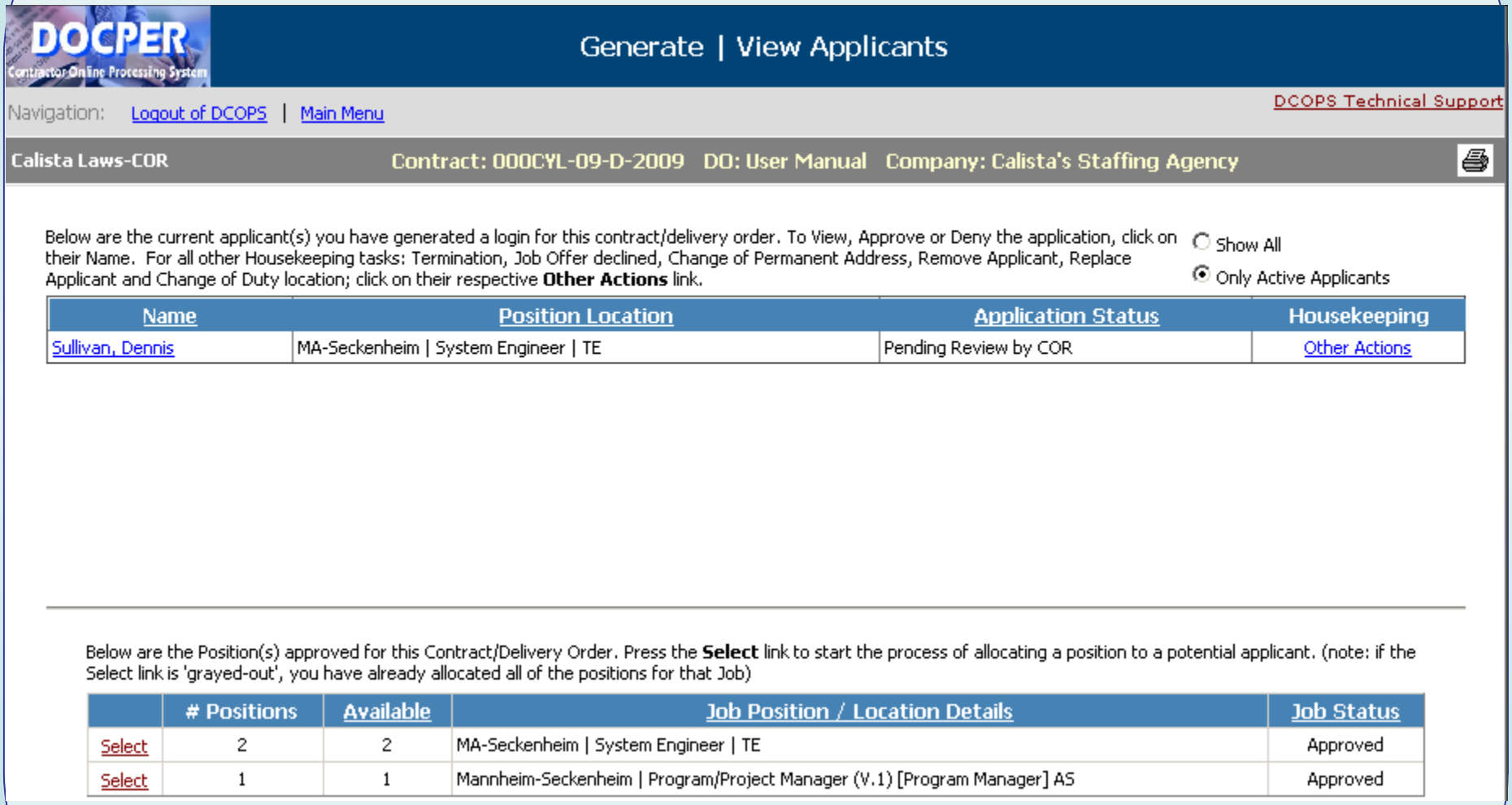


SUBMISSION CONFIRMATION

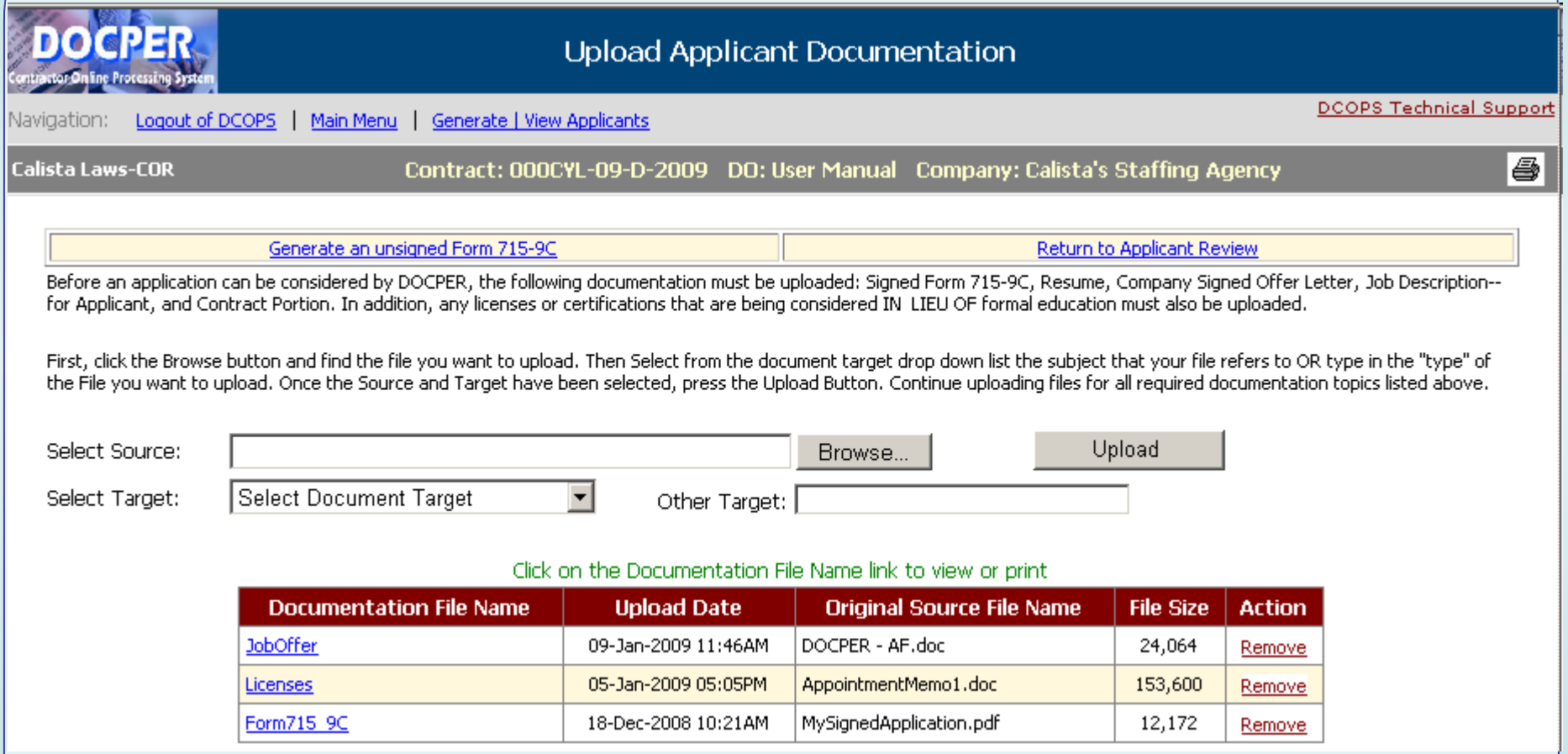


COR APP REVIEW

REVIEWING AN APPLICATION

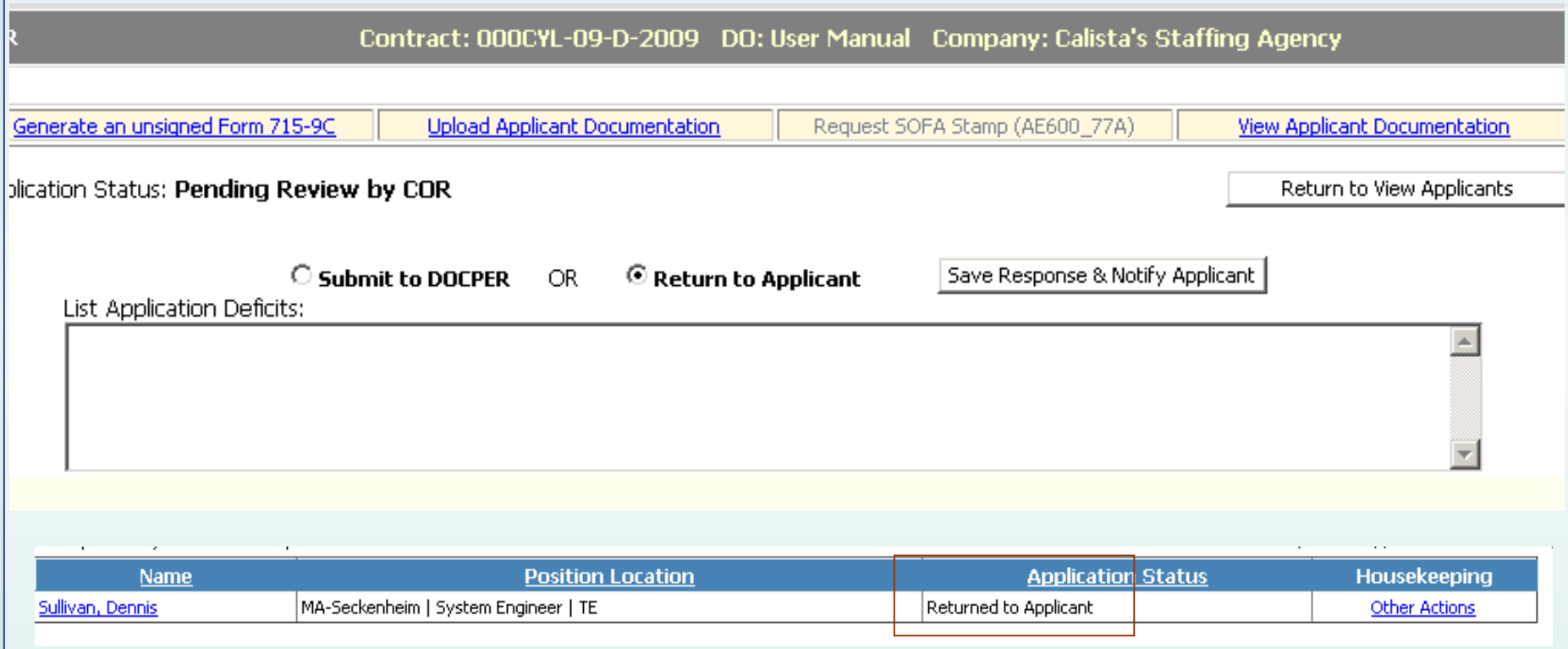


UPLOADING OTHER REQUIRED DOCUMENTATION

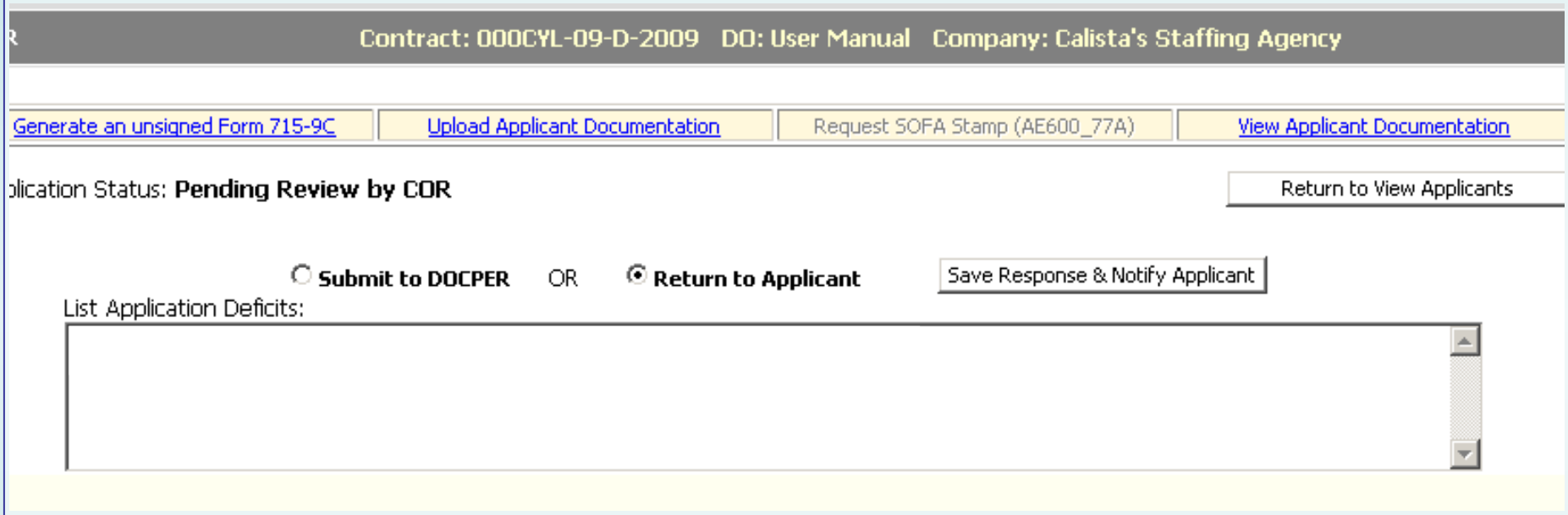


RETURNING THE APPLICATION

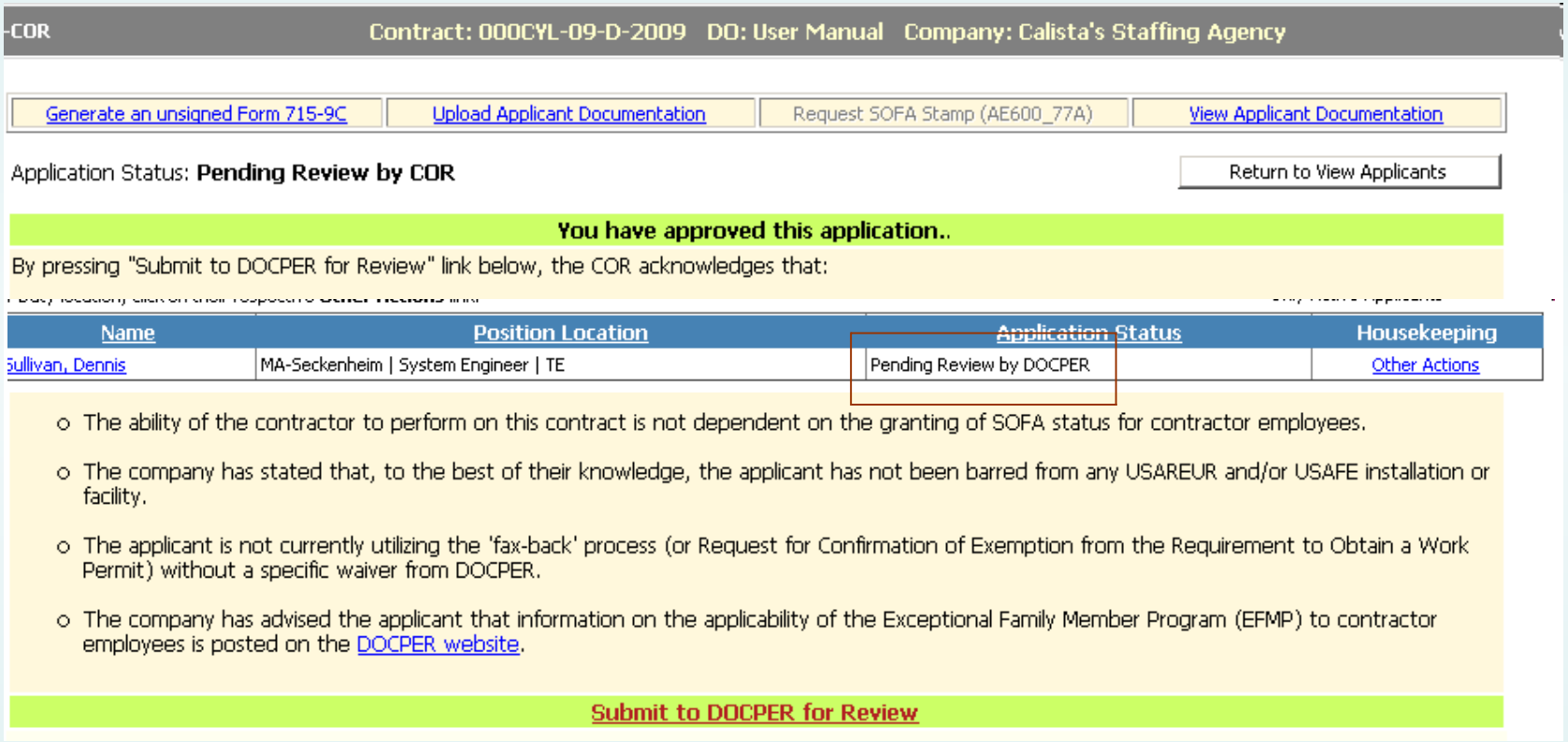
RETURNING THE APPLICATION



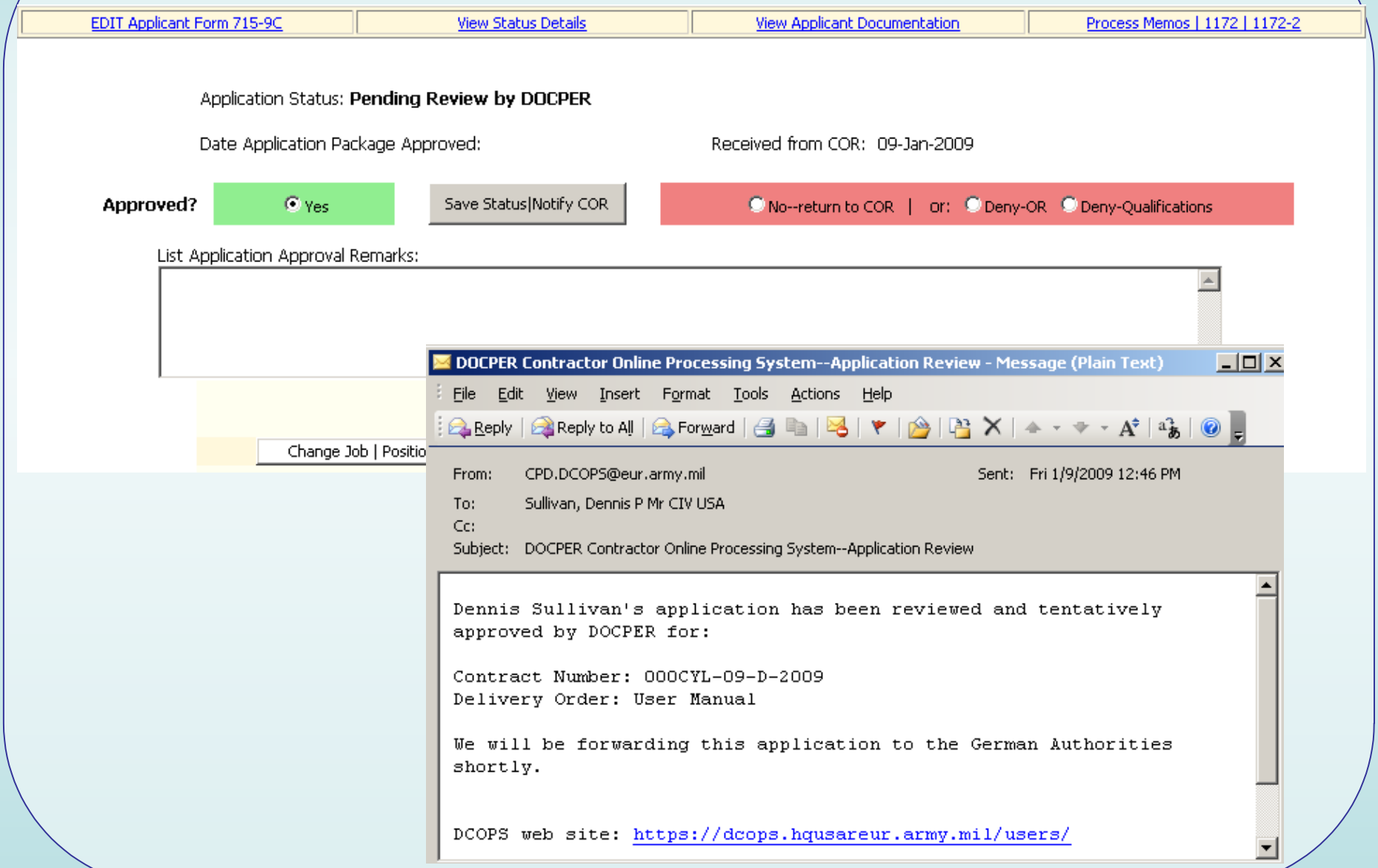
SUBMITTING TO DOCPER



THE ACKNOWLEDGEMENT SCREEN

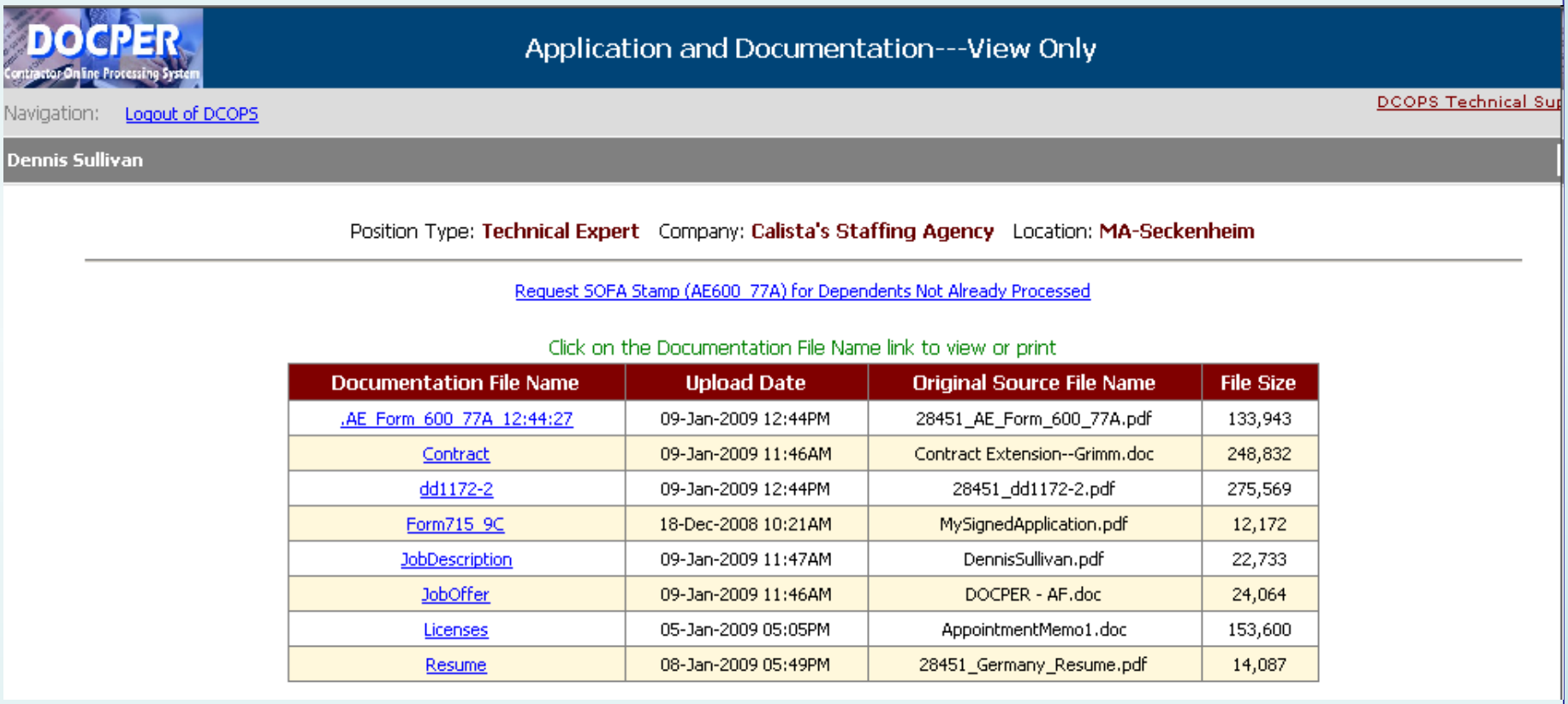


HOW DOCPER APPROVES AN APPLICTION



Applicant View Only

APPLICANTS CAN ALWAYS VIEW THEIR DOCUMENTATION



Documentation File Name	Upload Date	Original Source File Name	File Size
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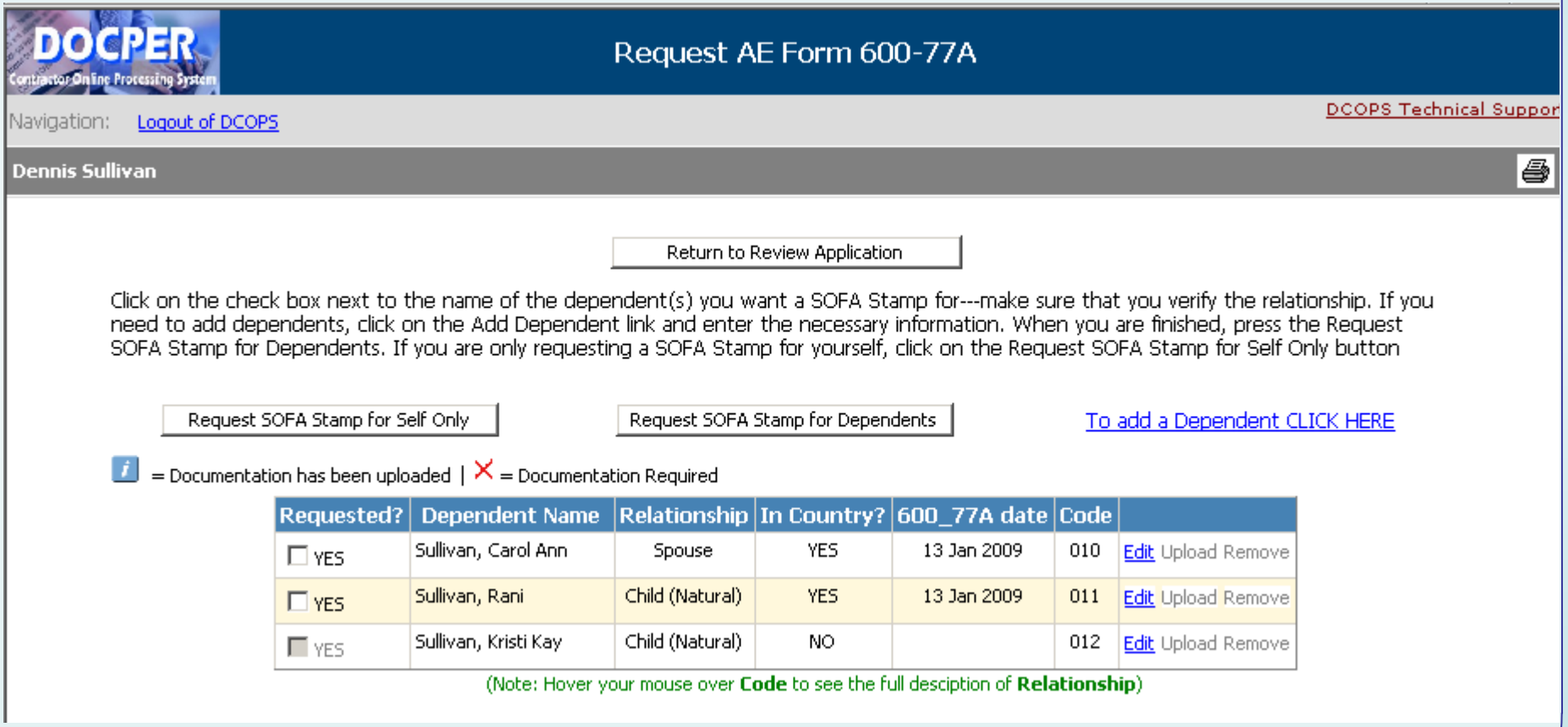
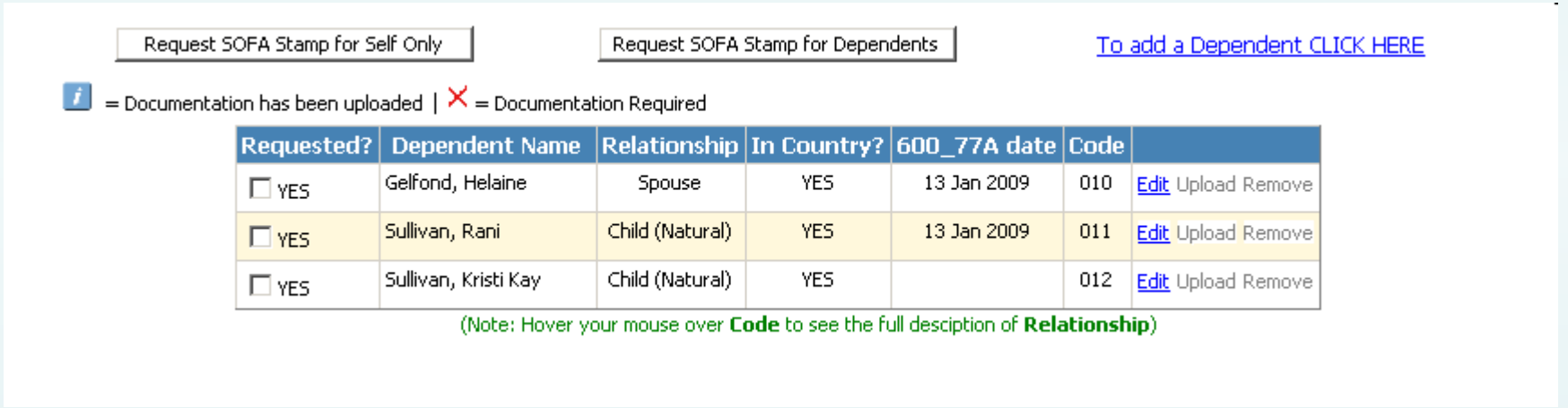
Contract	09-Jan-2009 11:46AM	Contract Extension--Grimm.doc	248,832
dd1172-2	09-Jan-2009 12:44PM	28451_dd1172-2.pdf	275,569
Form715_9C	18-Dec-2008 10:21AM	MySignedApplication.pdf	12,172
JobDescription	09-Jan-2009 11:47AM	DennisSullivan.pdf	22,733
JobOffer	09-Jan-2009 11:46AM	DOCPER - AF.doc	24,064
Licenses	05-Jan-2009 05:05PM	AppointmentMemo1.doc	153,600
Resume	08-Jan-2009 05:49PM	28451_Germany_Resume.pdf	14,087

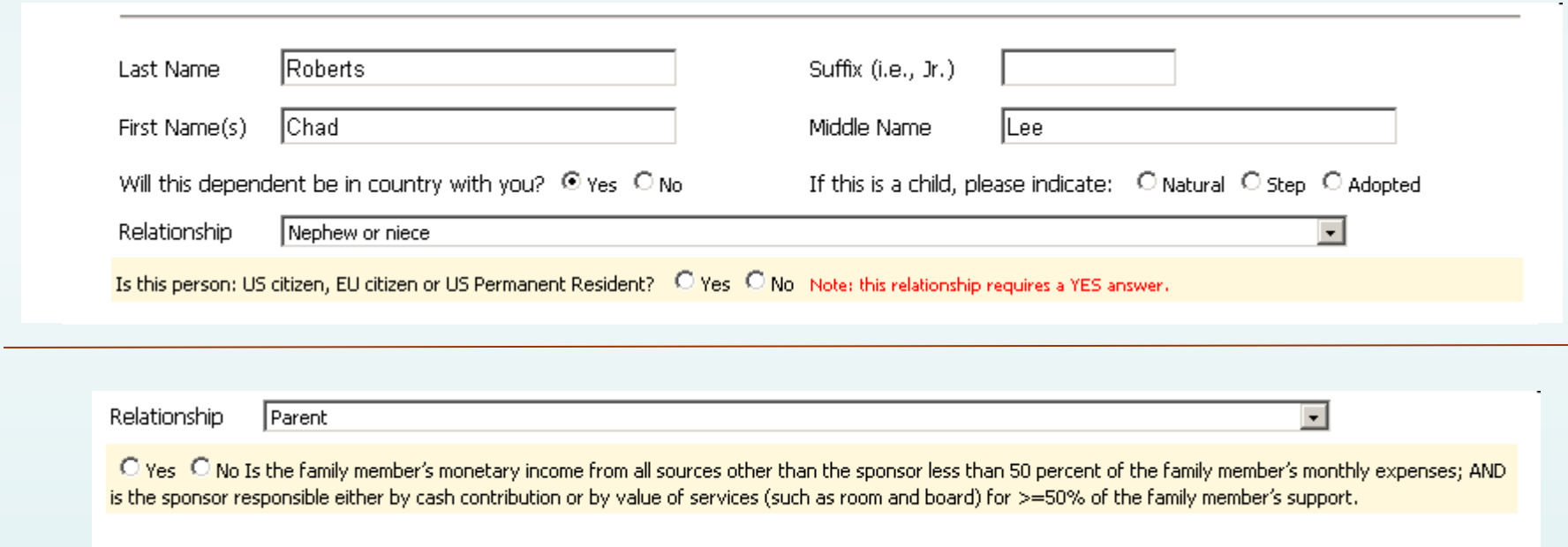
REQUESTING AN ADDITIONAL SOFA CERTIFICATE



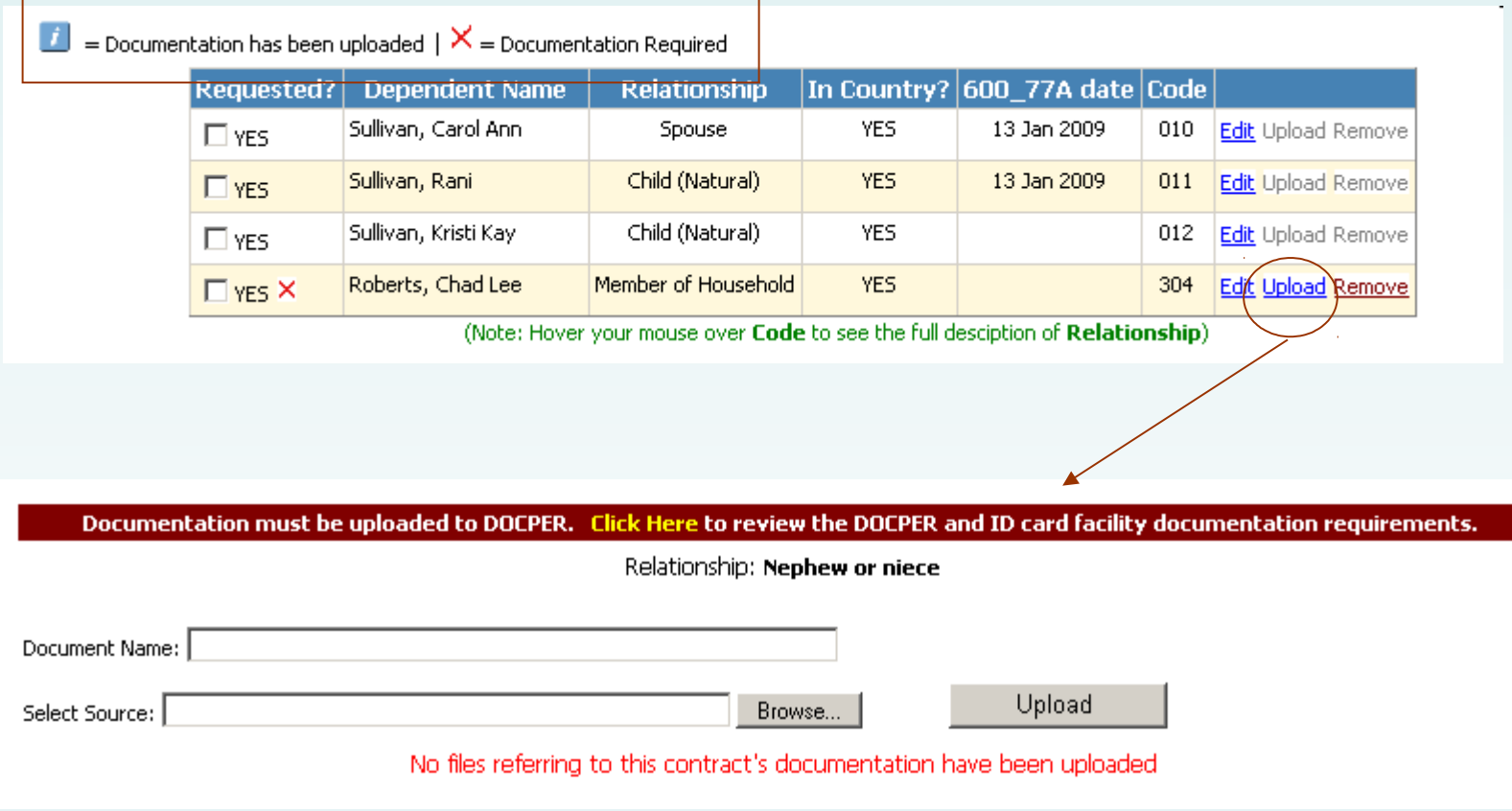
SOMETIMES INFORMATION MUST BE CORRECTED



SELECTING THE RELATIONSHIP



SUPPORTING DOCUMENTATION REQUIRED



DOCUMENTATION REQUIREMENTS

https://dcops.hqusareur.army.mil/users/documentation/DCOPS_Dependency%20Determinations_MOH.pdf - Micro...

1 / 1 72.1% Find

MEMBER OF HOUSEHOLD STATUS
(Applicable only to Army contractors in Germany)

The civilian sponsor will submit a written request to DOCPER for determination of Member of Household status. The request must include the following:

(1) A sworn and notarized affidavit from the sponsor that includes—

(a) A statement of the close relative's age, the relationship to the sponsor, and the eligibility category in which the relationship falls (financial or health reasons).

(b) A statement certifying that the close relative resides with the sponsor and that the relative's residency is expected to continue until completion of the sponsor's overseas tour.

(c) A statement that the close relative is dependent on and supported by the sponsor because of financial or health reasons.

(2) A birth certificate or other appropriate documentation establishing the close relative's relationship to the sponsor;

(3) Documentation to show that the close relative is dependent on and supported by the sponsor because of financial or health reasons. This should include—

(a) An explanation of how the close relative is financially dependent on and supported by the sponsor. Documentation should include a list of any income the close relative receives or earns and a detailed list of the financial support provided by the sponsor. The documentation must support the statement that the close relative is financially dependent on and supported by the sponsor. NOTE: Tax documentation should be included.

(b) A statement from a physician attesting to the close relative's poor health, weakness associated with advanced age, or physical or mental disability if the relative is dependent on the sponsor for health reasons.

(4) *Proof (e.g., passport) that the close relative is a U.S. citizen, lawful permanent resident of the United States, or an EU member-country citizen.*

Status:	DOCPER Needs for Eligibility Verification:	ID Card Facility Needs for Eligibility Verification:
Member of Household: **--child** **--grandchild** **--grandparent** **--brother, sister** **--stepbrother, stepsister** **--nephew or niece**	The sworn and notarized information referred to above.	Two passport-size photos, MOH's passport and one other form of ID, and MOH-approval Memorandum and AE Form 600-700B from DOCPER.

NOTE: EU nations include: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland,

Done Unknown Zone

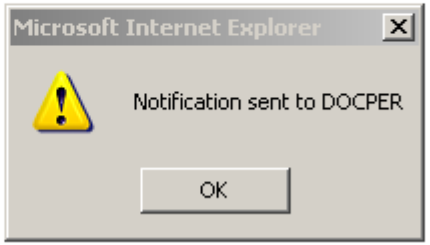
SUBMITTING THE REQUEST

Request SOFA Stamp for Self Only | Request SOFA Stamp for Dependents | To add a Dependent CLICK HERE

= Documentation has been uploaded | ✕ = Documentation Required

Requested?	Dependent Name	Relationship	In Country?	600_77A date	Code	
☐ YES	Sullivan, Carol Ann	Spouse	YES	13 Jan 2009	010	Edit Upload Remove
☐ YES	Sullivan, Rani	Child (Natural)	YES	13 Jan 2009	011	Edit Upload Remove
☑ YES	Sullivan, Kristi Kay	Child (Natural)	YES		012	Edit Upload Remove
☑ YES	Roberts, Chad Lee	Member of Household	YES		304	Edit Upload Remove

(Note: Hover your mouse over **Code** to see the full desciption of **Relationship**)



TDY

GENERATING A TDY RECORD

Update COR Profile

Only Active Contracts | Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
Contract | Applicants | Request Mod	000IT-10D-2009	ITALY	Approved by DOCPER	25 Oct 2008
Contract | Applicants | Request Mod | TDY	000CYL-09-D-2009	User Manual	Final OK (Phase I Done)	03 Dec 2008
Contract | Applicants | Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract | Applicants | Request Mod	XXXA42-03-D-0007	0025	Mod Requested by COR	22 Jan 2008

DOCPER
Contractor Online Processing System

Generate | View TDY Contractors

Navigation: Logout of DCOPS | Main Menu

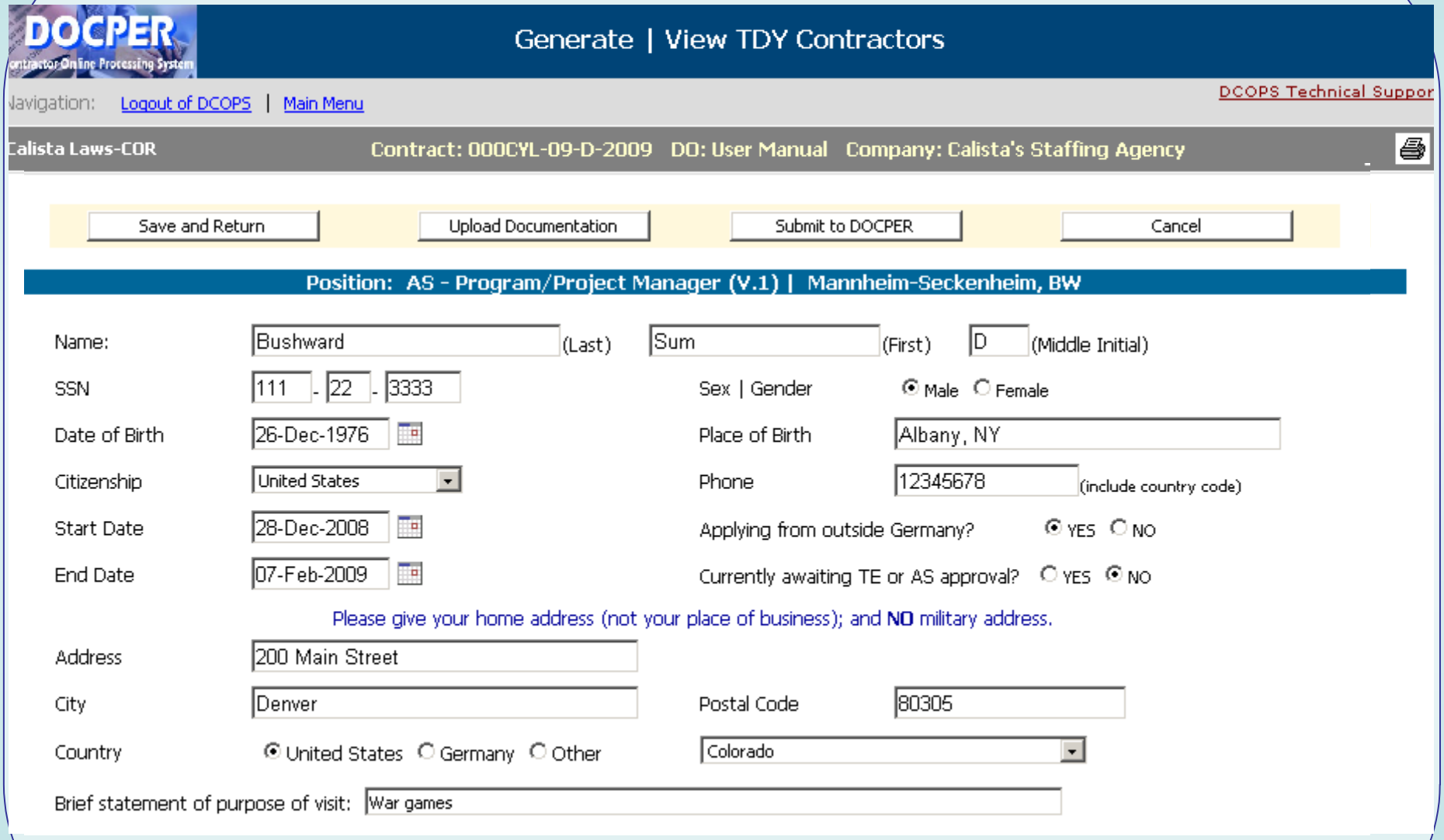
DCOPS Technical Support

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

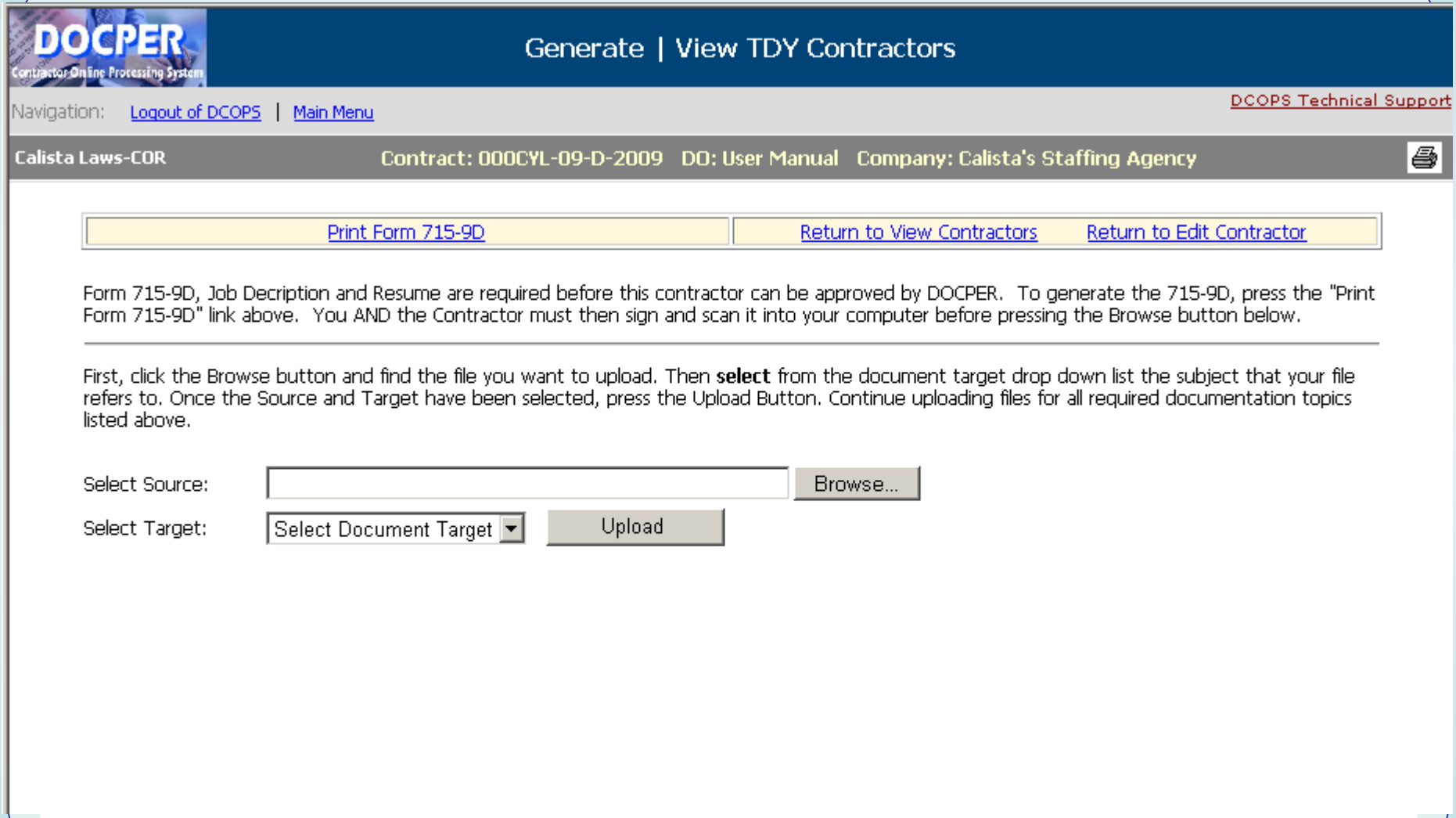
Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a Contractor. (note: if the Select link is 'grayed-out', that Job|Position has not been approved by DOCPER)

	Job Position / Location Details	Job Status
Select	MA-Seckenheim | System Engineer | TE	Approved
Select	Mannheim-Seckenheim | Program/Project Manager (V.1) | AS	Approved

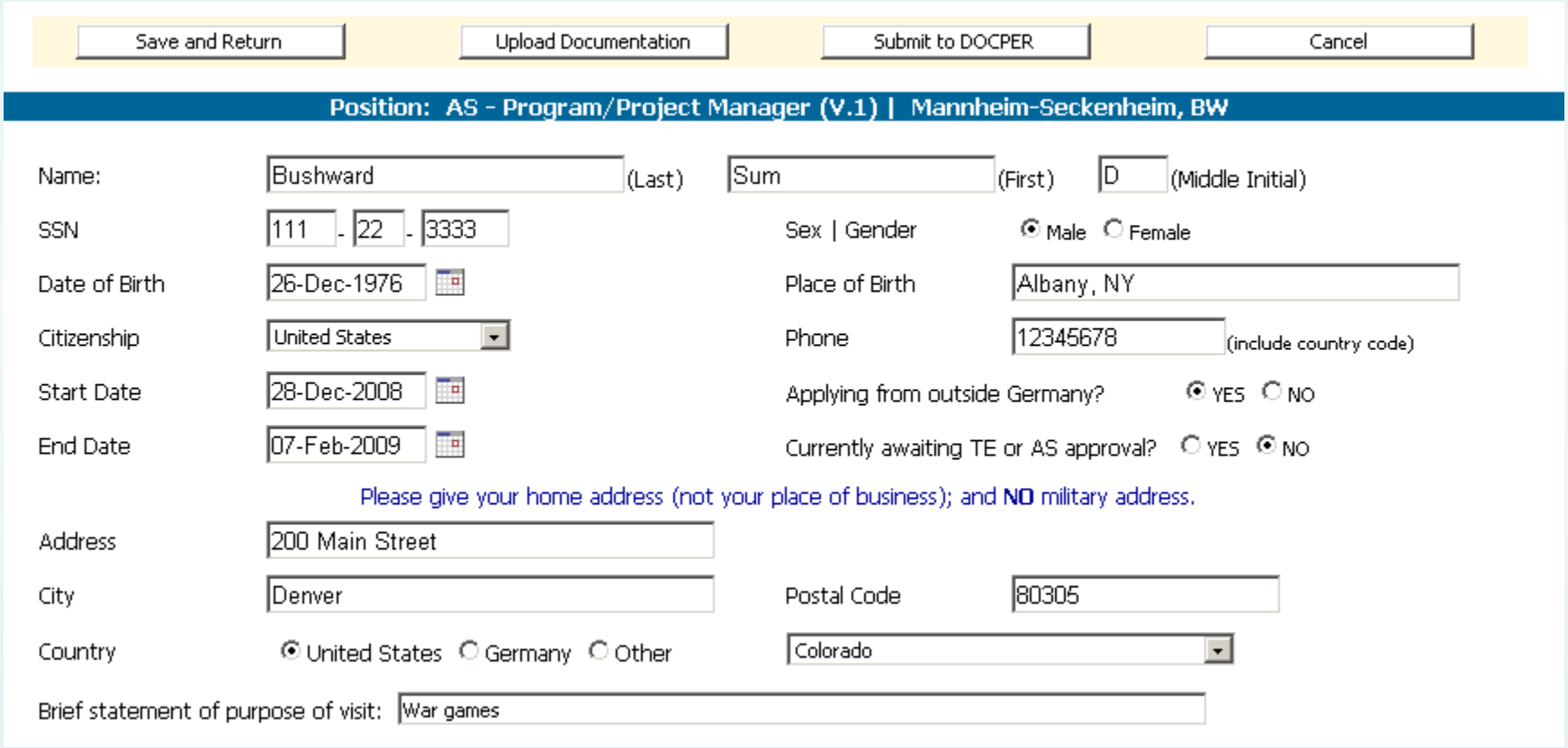
THE COR ENTERS THE APPLICANT INFORMATION



THE COR UPLOADS THE REQUIRED DOCUMENTATION



SUBMIT TO DOCPER



VIEWING AN APPLICATION

Below are the current Contractors on TDY within this contract. If you have entered an contractor incorrectly, click on the "Remove" link.
If a contractor has returned to the states prior to the official end of the TDY, press the "Return" link.

(•) Only Active Contractors ( ) Show All

Action	Details	From Date	To Date	Application Status
View	Bushward, Sum | Mannheim-Seckenheim | Program/Project Manager (V.1)	28-Dec-2008	07-Feb-2009	Pending Review

Position: AS - Program/Project Manager (V.1) | Mannheim-Seckenheim, BW

Bushward, Sum D Return to View Contractors

Click on the Documentation File Name link to view or print

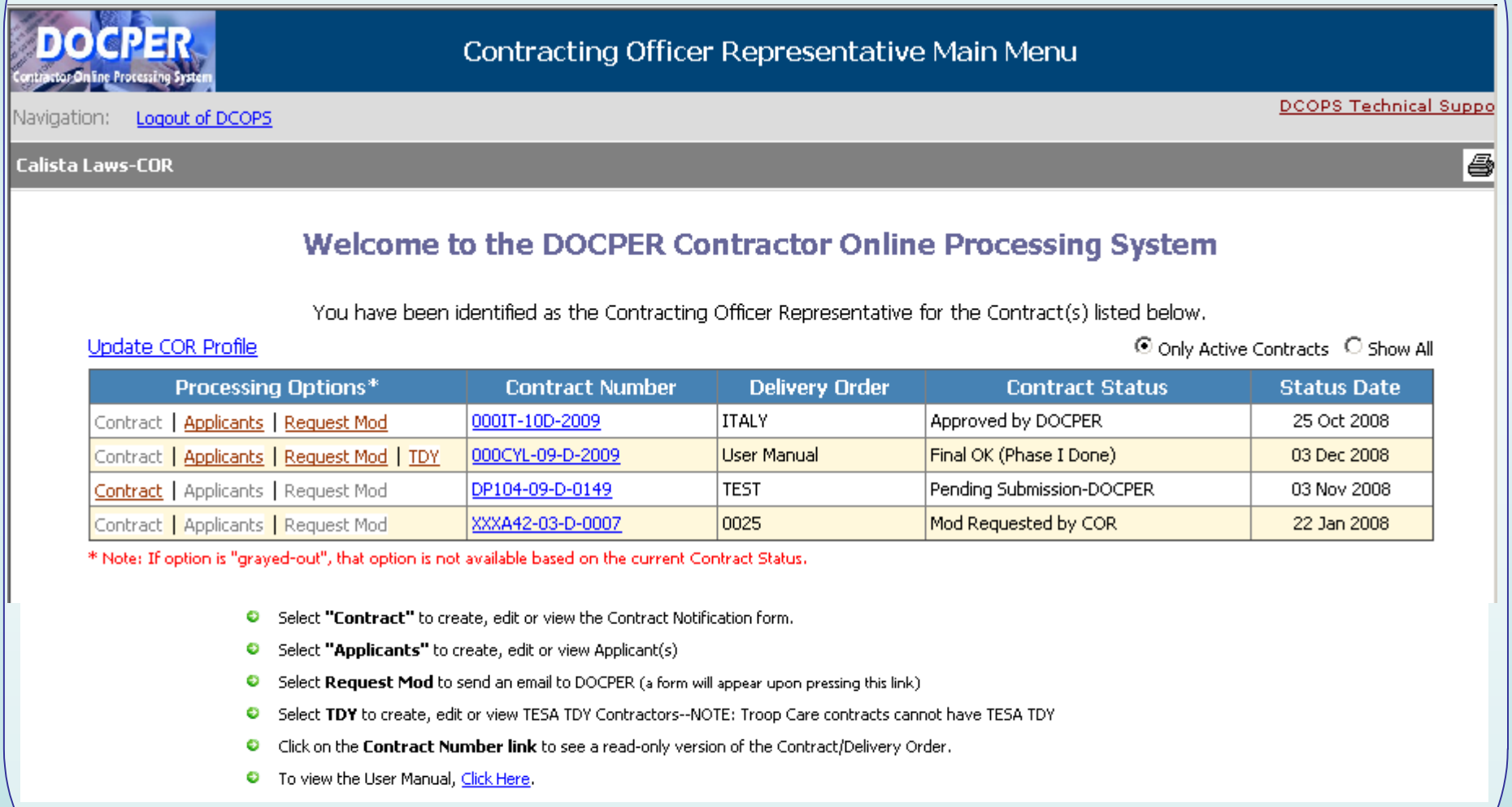
Documentation File Name	Upload Date	Original Source File Name	File Size
Form715_9D	13-Jan-2009 01:46PM	Bushward_Form 715_9D.pdf	4,335
JobDescription	13-Jan-2009 01:46PM	100_2286.jpg	1,289,408
Resume	13-Jan-2009 01:46PM	DOCPER - AF.doc	24,064

SSN	**111-22-3333**	Sex | Gender	**Male**
Date of Birth	**26-Dec-1976**	Place of Birth	**Albany, NY**
Citizenship	**United States**	Phone	**12345678**
Start Date	**28-Dec-2008**	Applying from outside Germany?	**YES**
End Date	**07-Feb-2009**	Currently awaiting TE or AS approval?	**NO**
Address	**200 Main Street Denver CO 80305 US**		

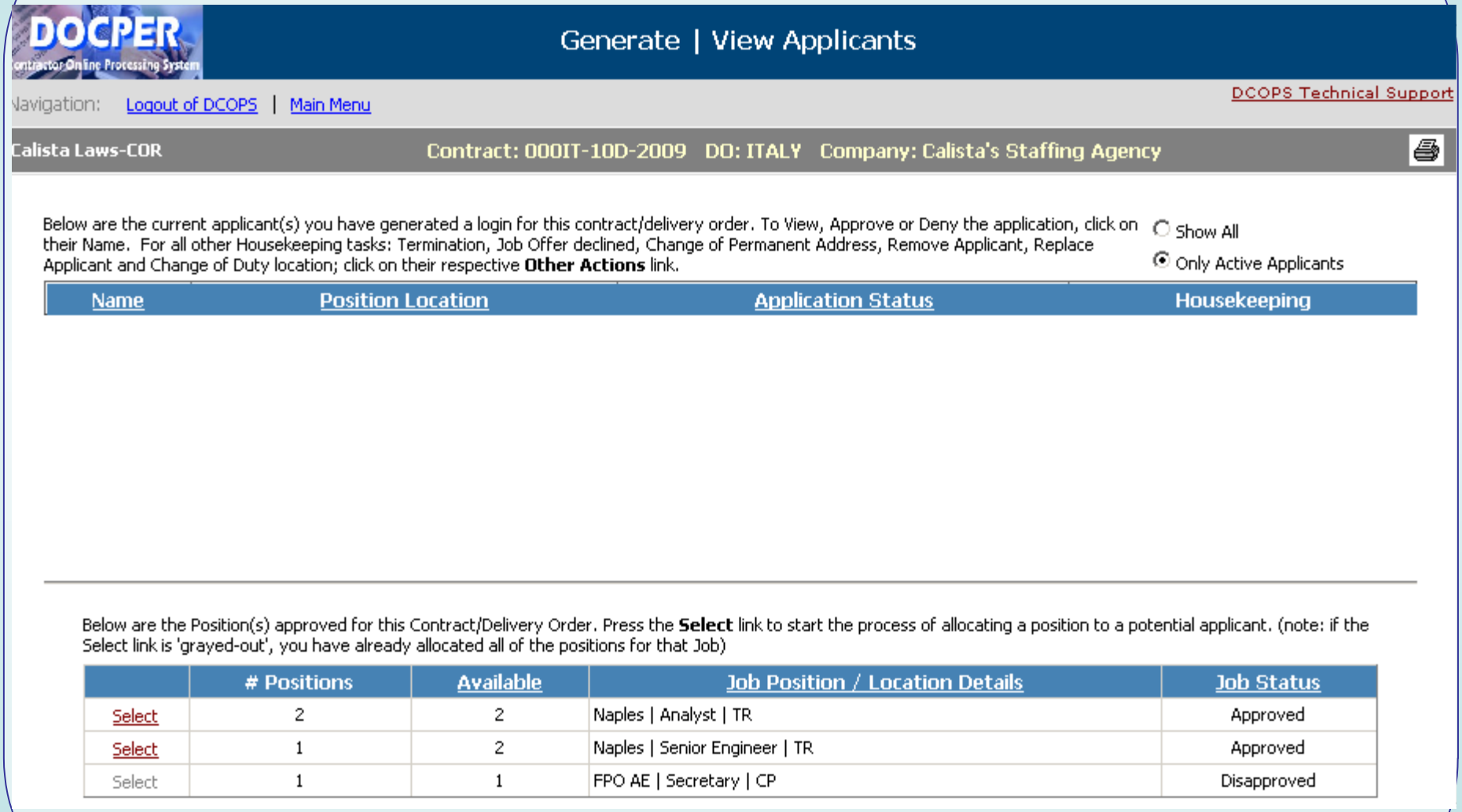
Purpose of visit: War games

ITALY

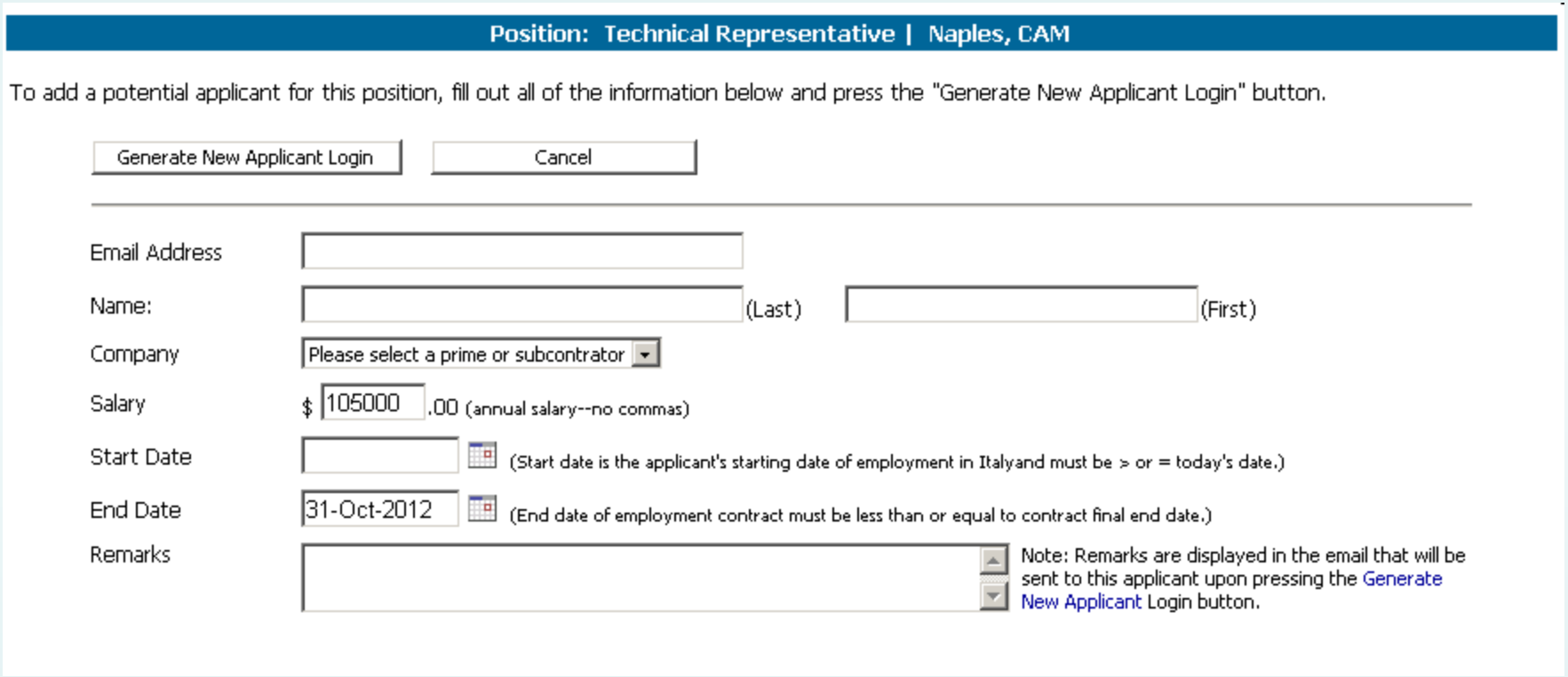
THE COR MAIN MENU



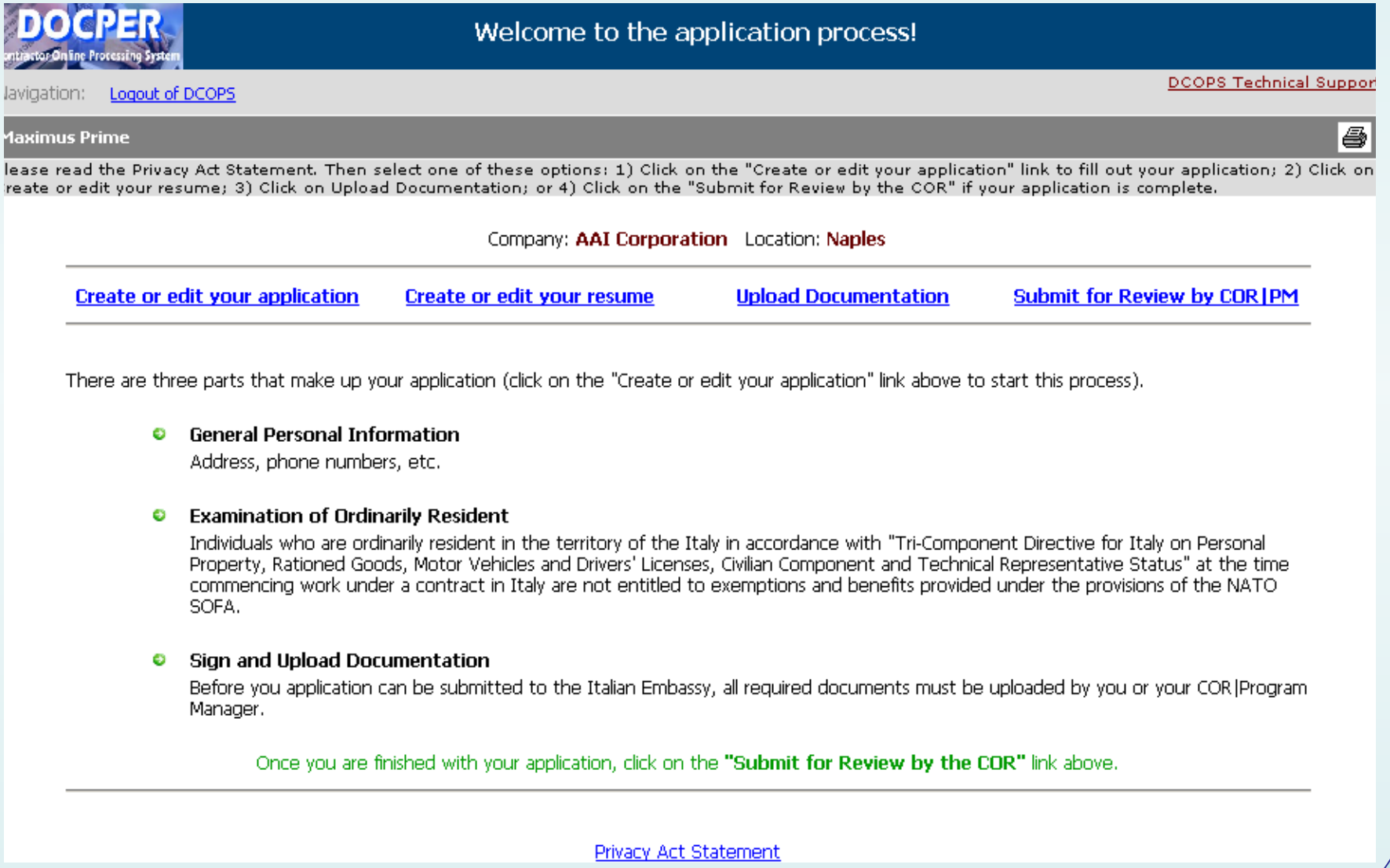
GENERATING AN APPLICANT FOR ITALY



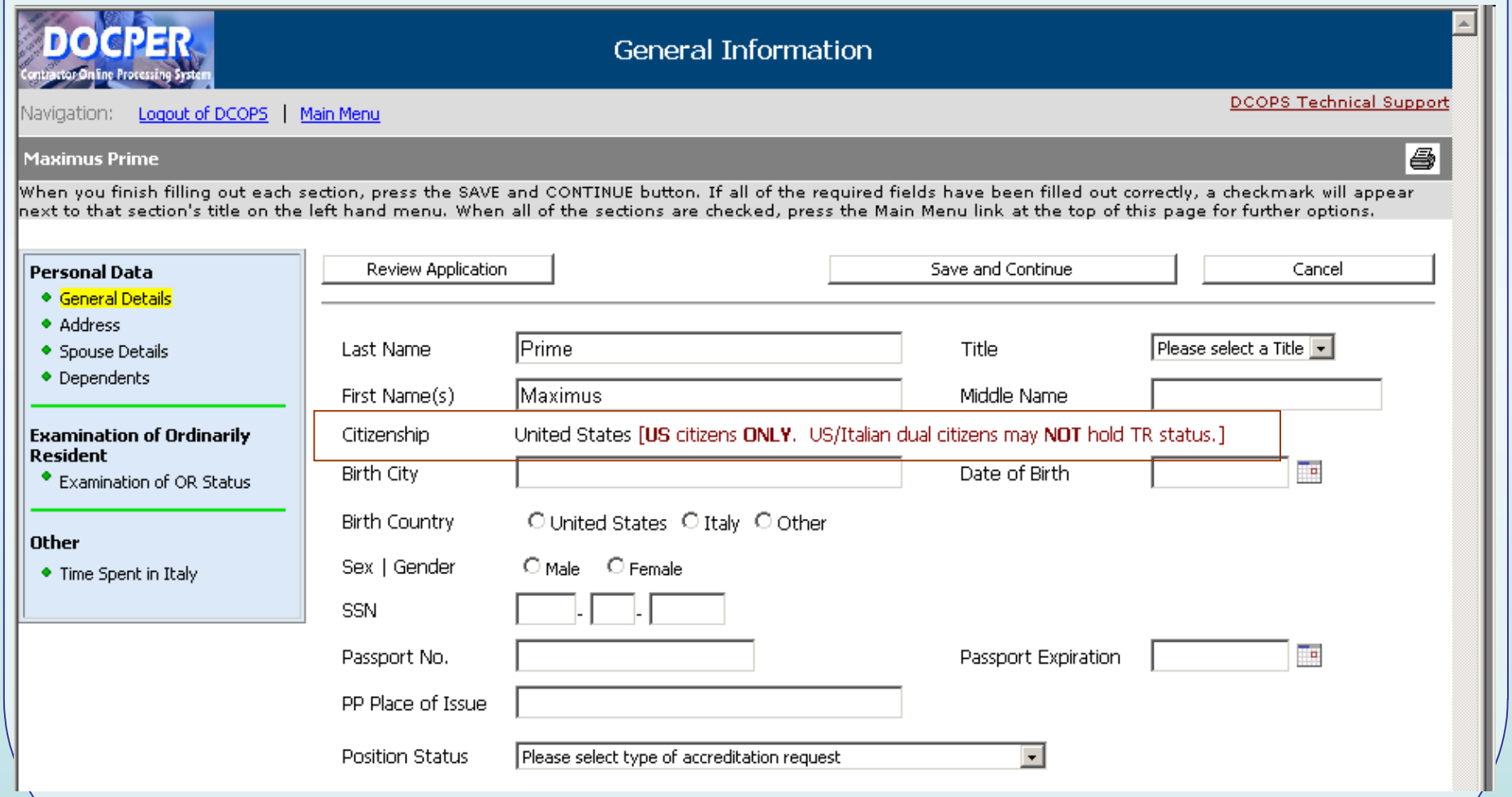
GENERATING AN APPLICANT FOR ITALY



ITALY APPLICANT MAIN MENU

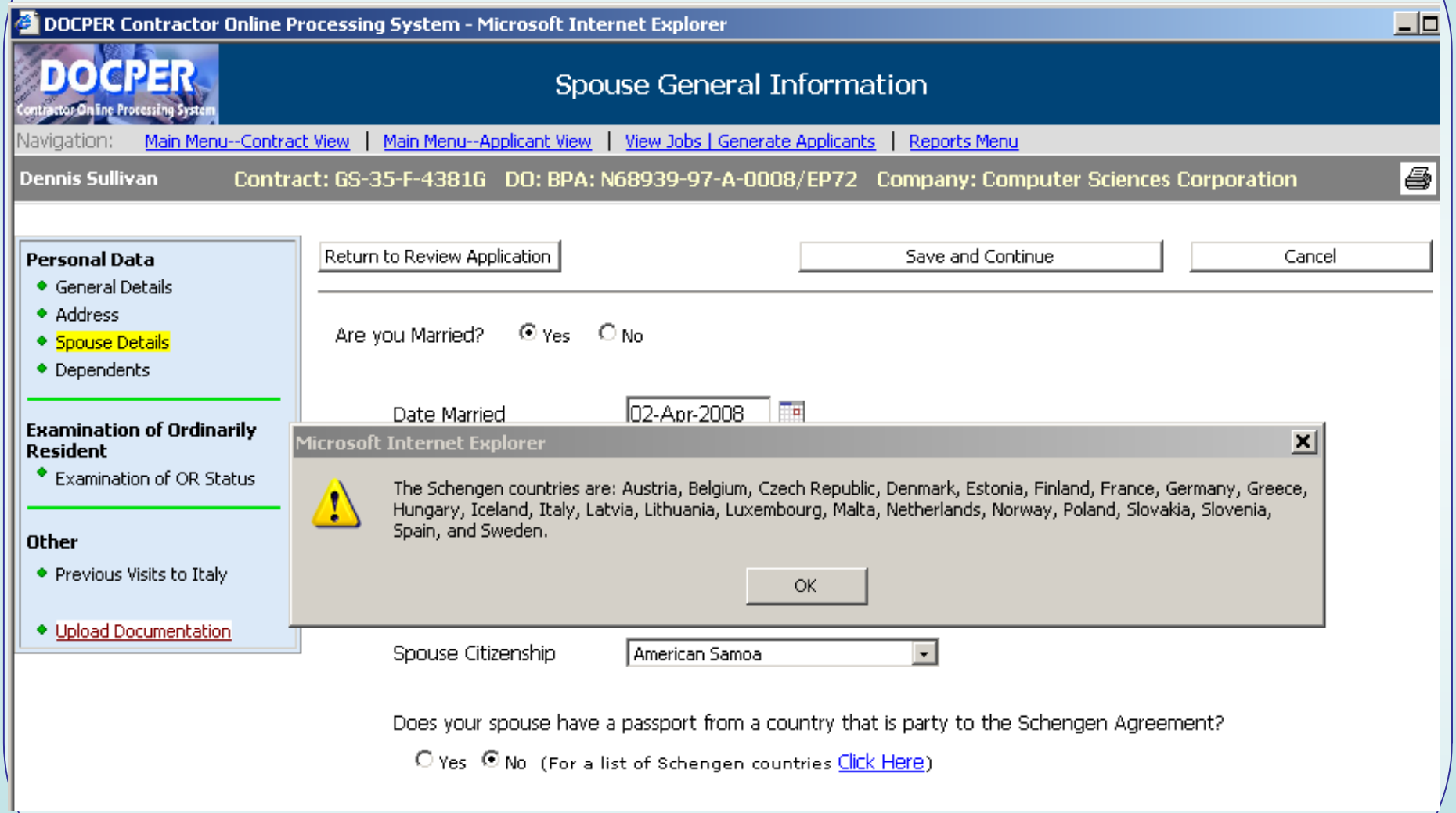


GENERAL INFORMATION

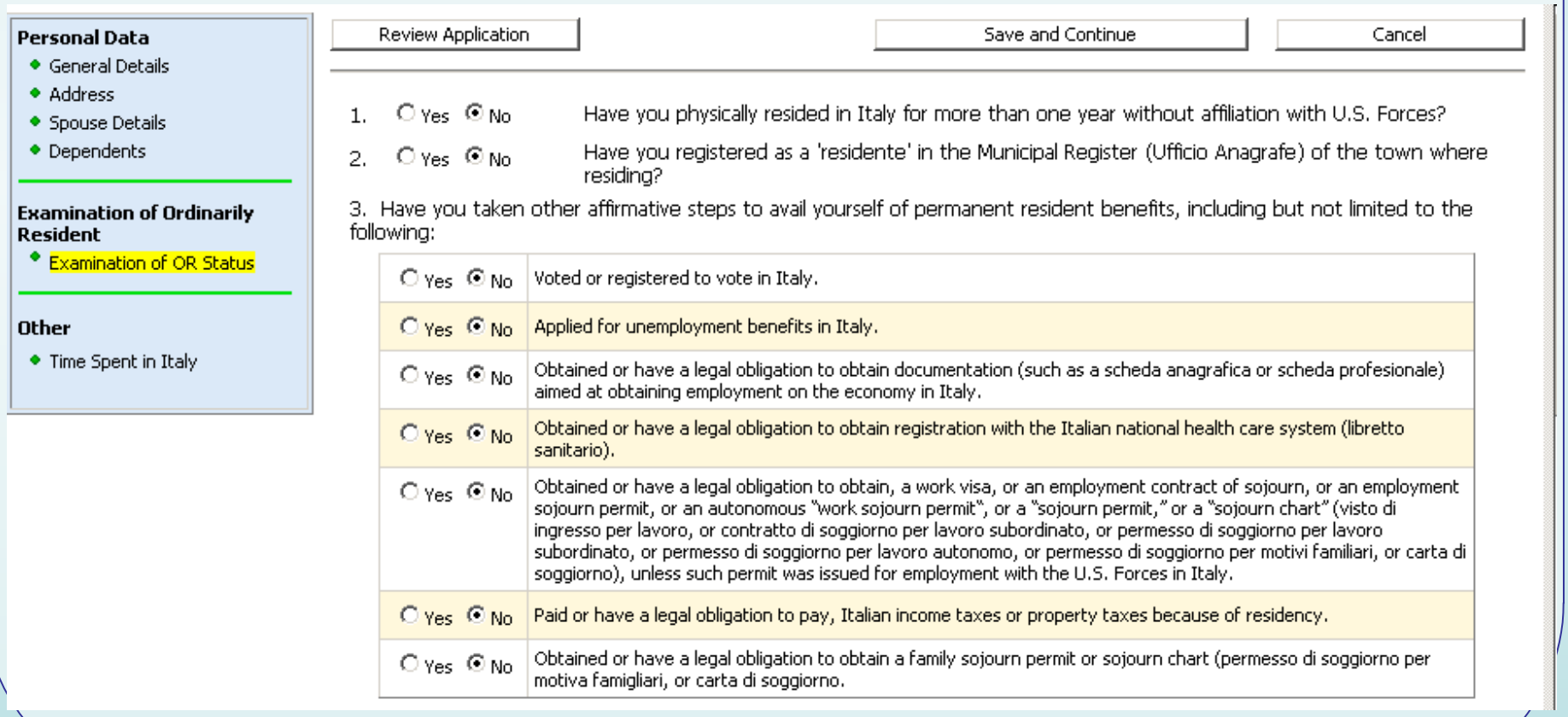


SCHENGEN COUNTRY DEPENDENTS

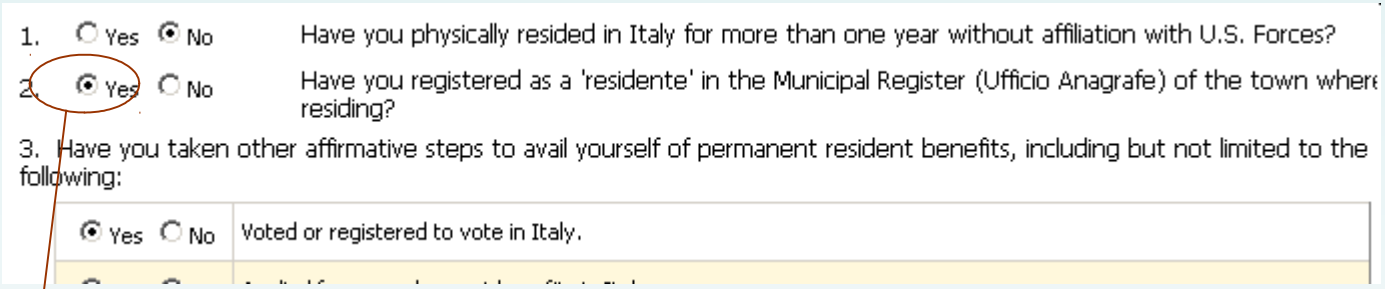
SCHENGEN COUNTRY DEPENDENTS

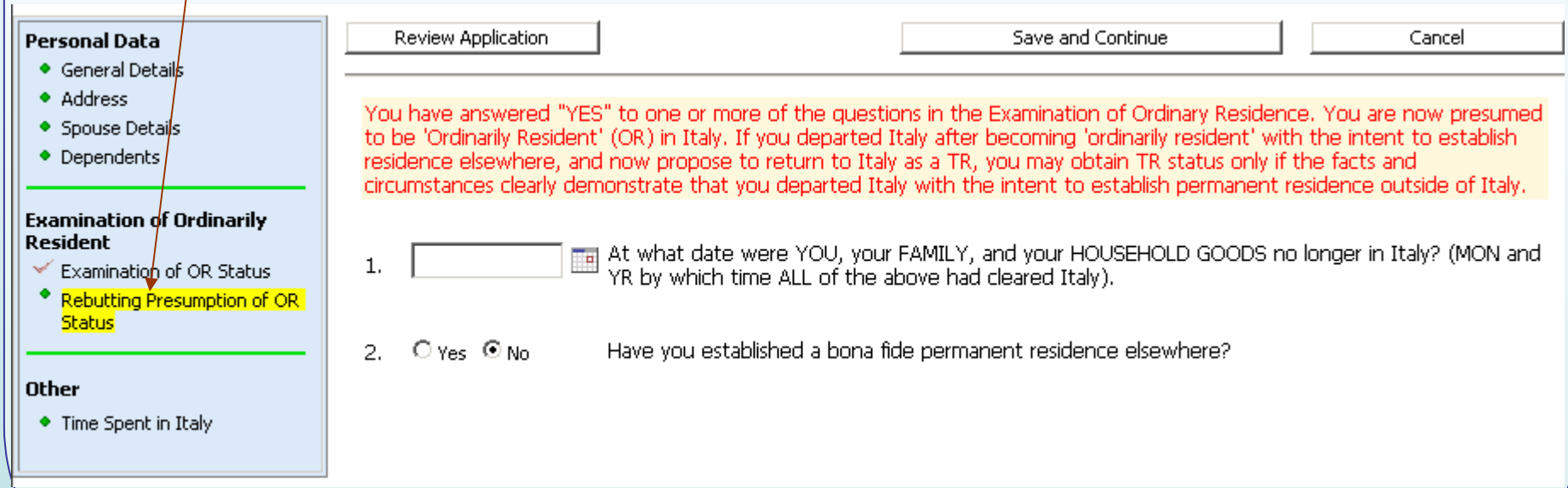


EXAMINATION OF OR STATUS

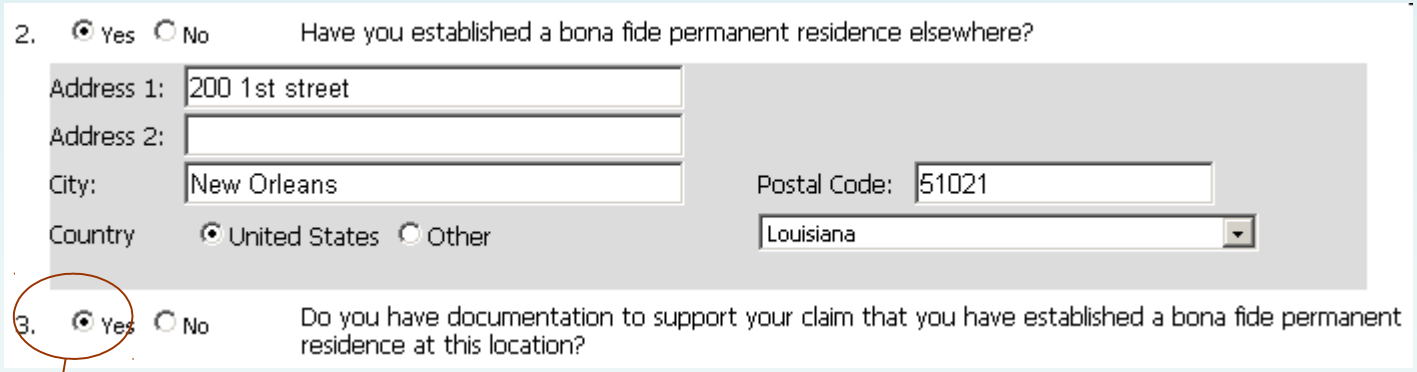


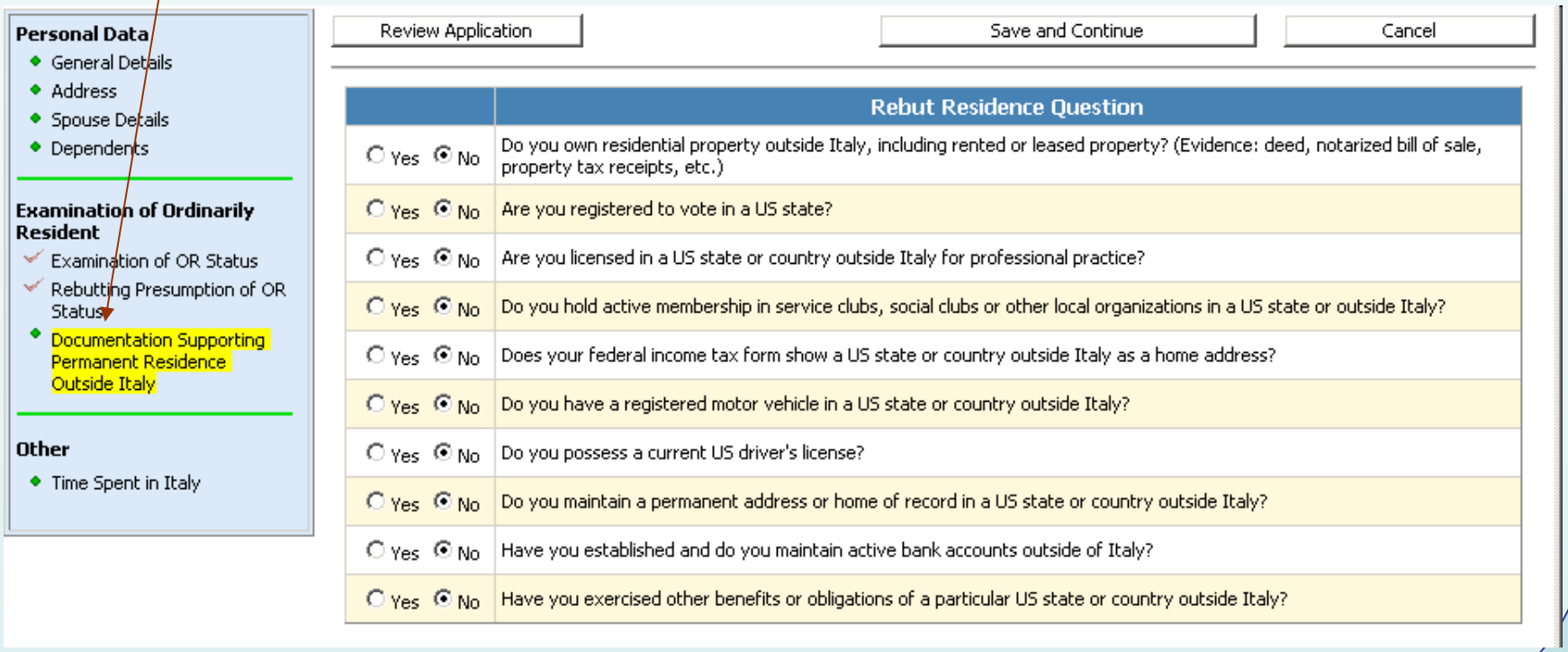
REBUTTING PRESUMPTION OF OR STATUS



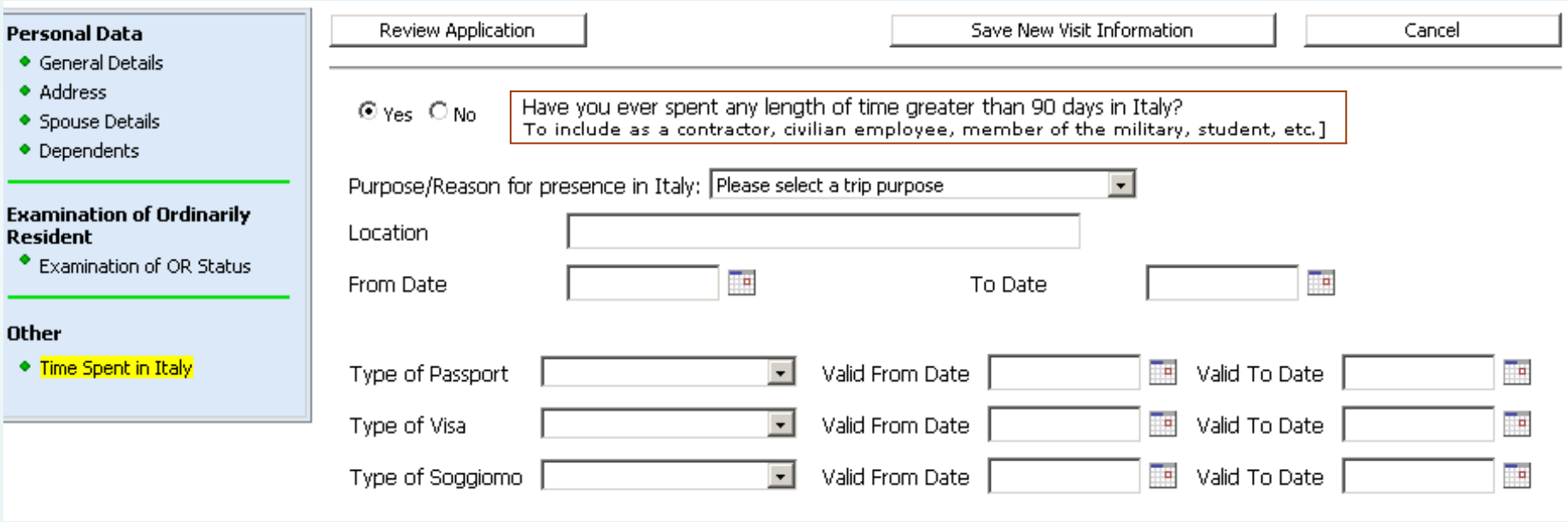


SUPPORTING DOCUMENTATION

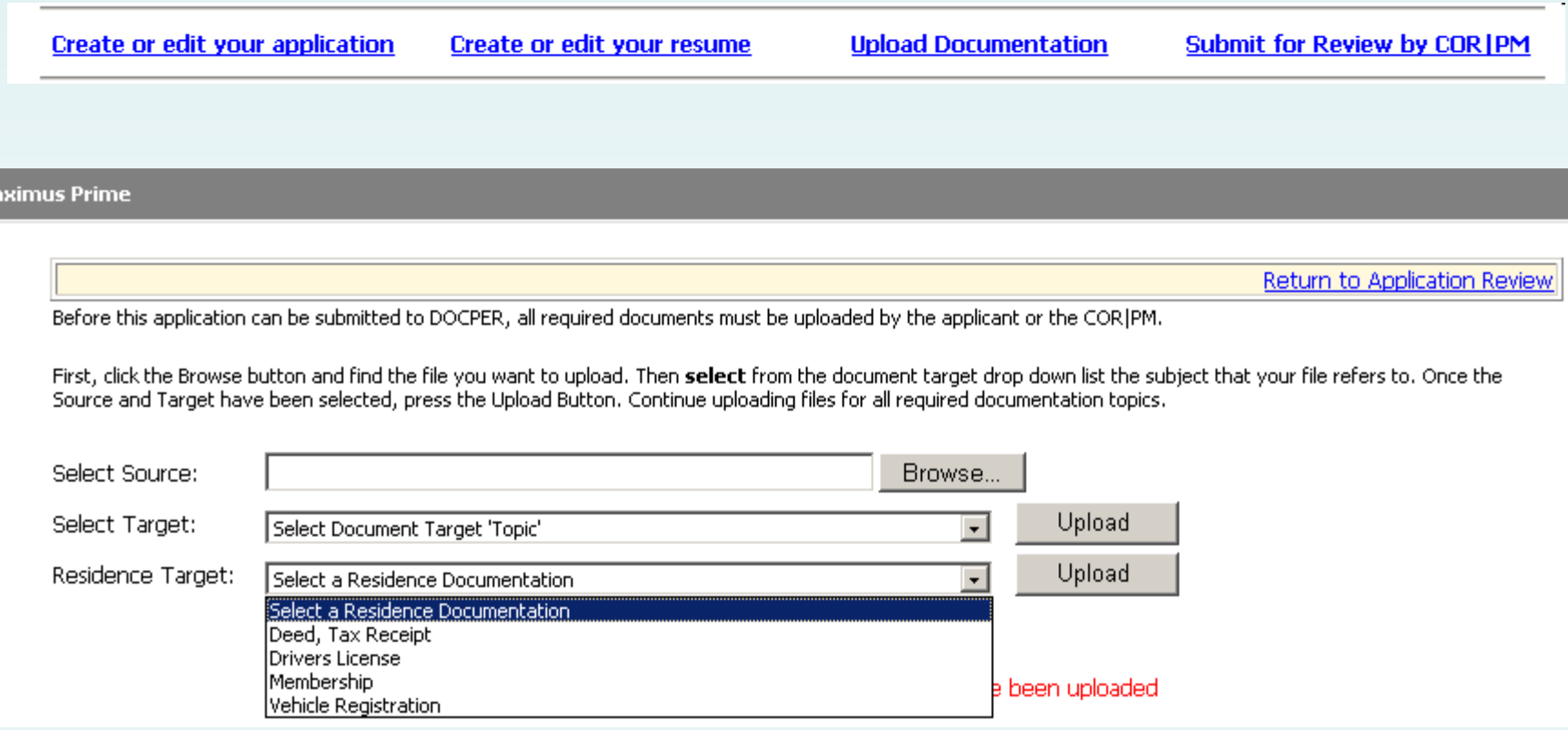




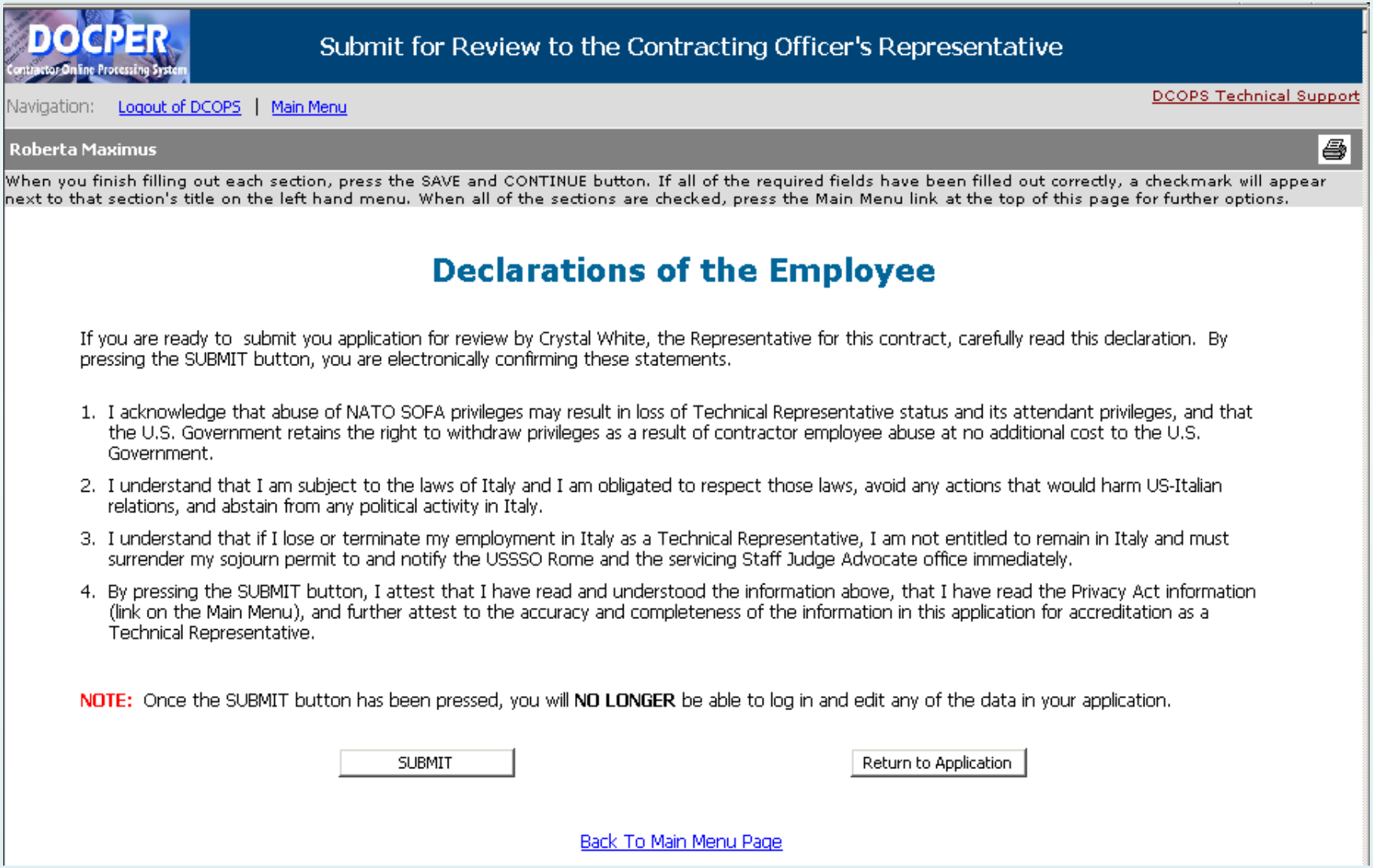
LENGTH OF TIME IN ITALY



UPLOAD DOCUMENTATION

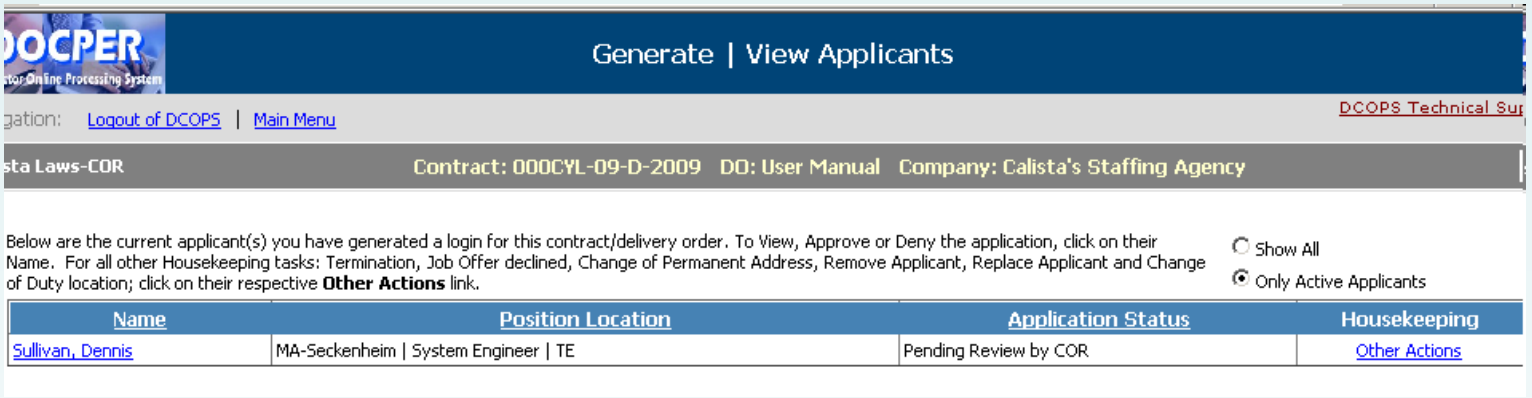


DECLARATIONS OF THE EMPLOYEE

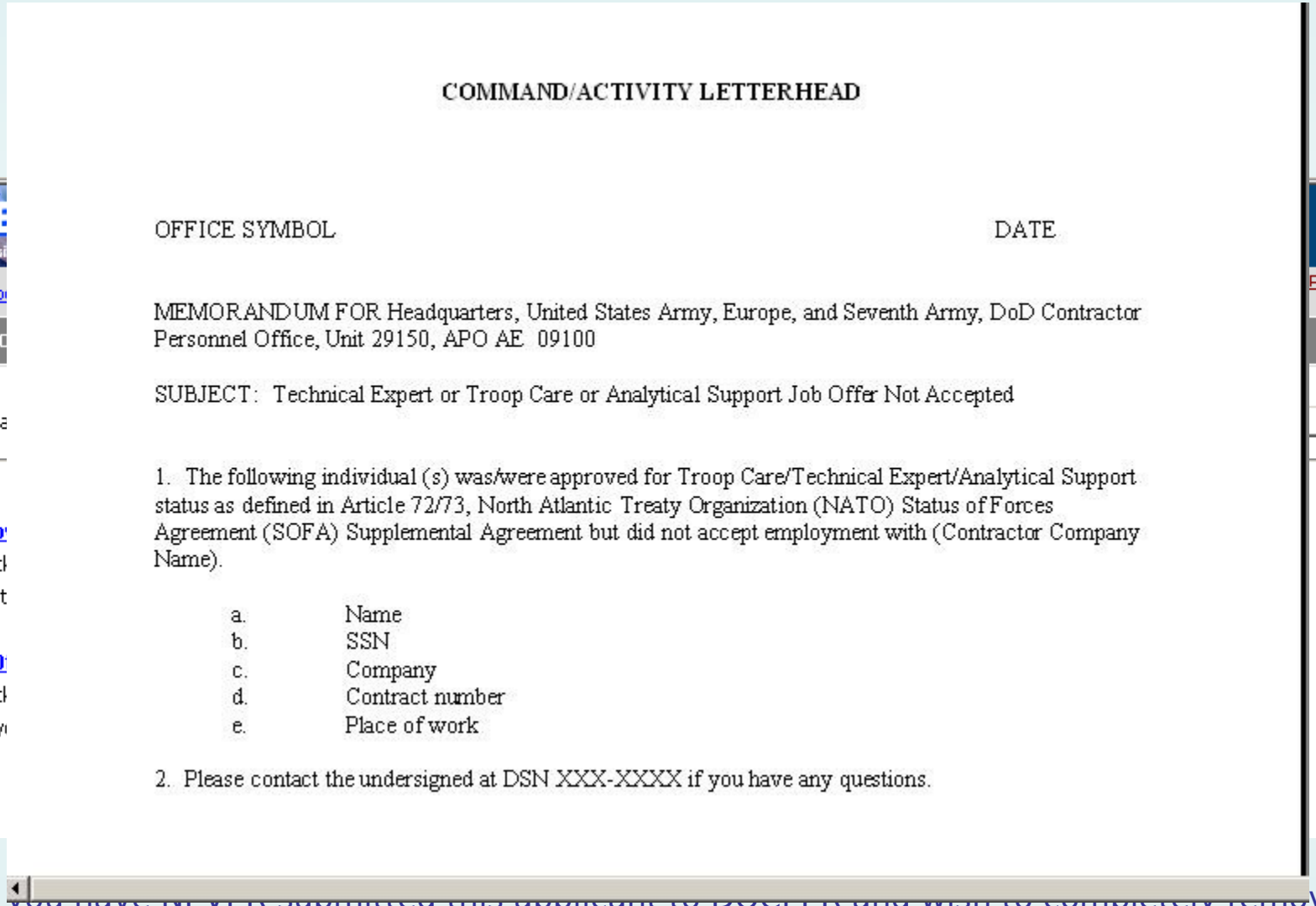


Housekeeping Options

WHICH ACTIONS ARE AVAIALABLE CHANGES WITH STATUS



OTHER ACTIONS – PENDING REVIEW BY COR



COMMAND/ACTIVITY LETTERHEAD

OFFICE SYMBOL DATE

MEMORANDUM FOR Headquarters, United States Army, Europe, and Seventh Army, DoD Contractor Personnel Office, Unit 29150, APO AE 09100

SUBJECT: Technical Expert or Troop Care or Analytical Support Job Offer Not Accepted

1. The following individual (s) was/were approved for Troop Care/Technical Expert/Analytical Support status as defined in Article 72/73, North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) Supplemental Agreement but did not accept employment with (Contractor Company Name).

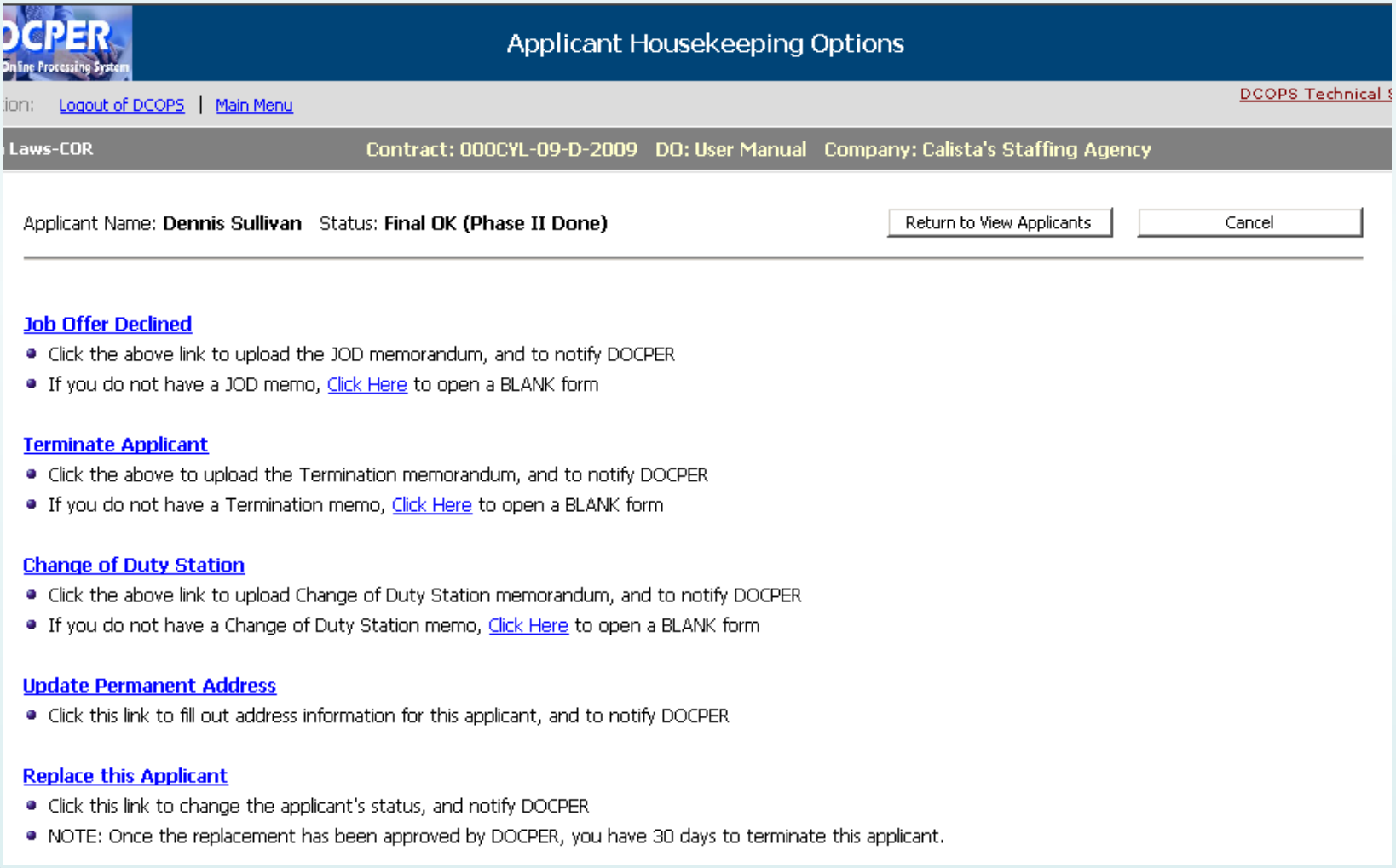
a. Name
b. SSN
c. Company
d. Contract number
e. Place of work

2. Please contact the undersigned at DSN XXX-XXXX if you have any questions.

If you have NEVER submitted this applicant to DOCPER and wish to completely remove them from DCOPS, use this option. You will be prompted to confirm that you wish to remove the applicant.

OTHER ACTIONS – FINAL OK

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim | System Engineer | TE	Final OK (Phase II Done)	Other Actions



JOB OFFER DECLINED

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

(•) Show All
( ) Only Active Applicants

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim | System Engineer | TE	Job Offer Declined	

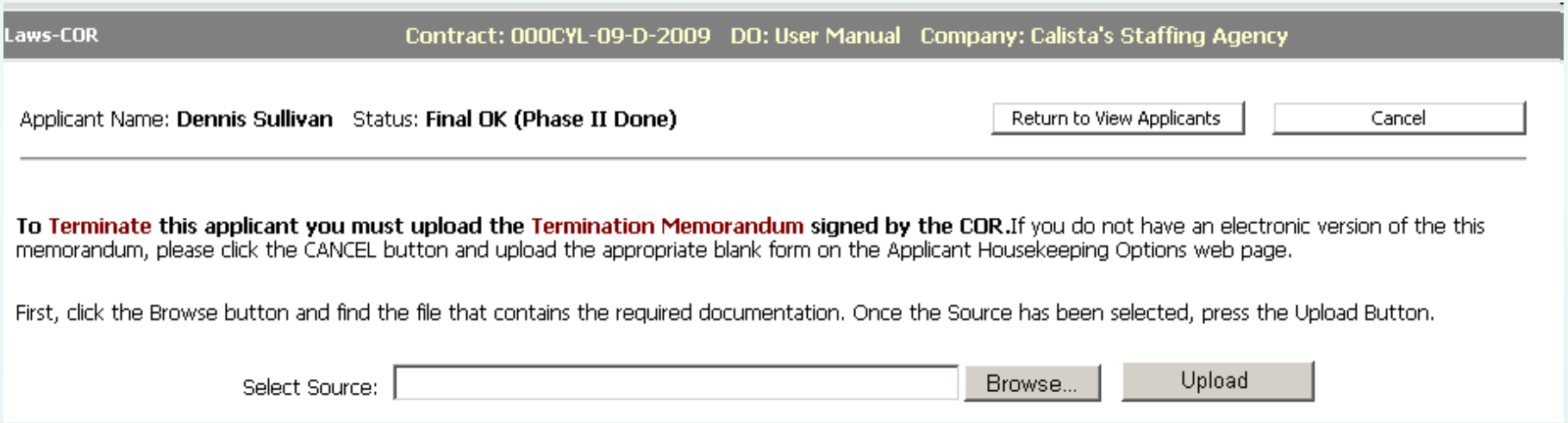
Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	MA-Seckenheim | System Engineer | TE	Approved
Select	1	1	Mannheim-Seckenheim | Program/Project Manager (V.1) [Program Manager] AS	Approved

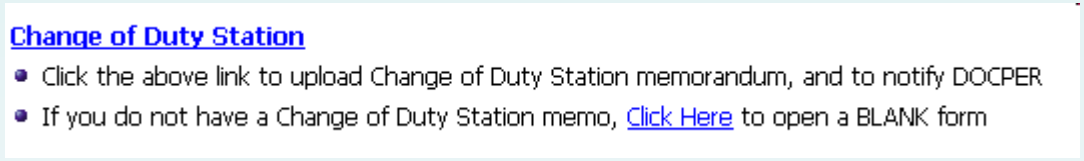
TERMINATE APPLICANT

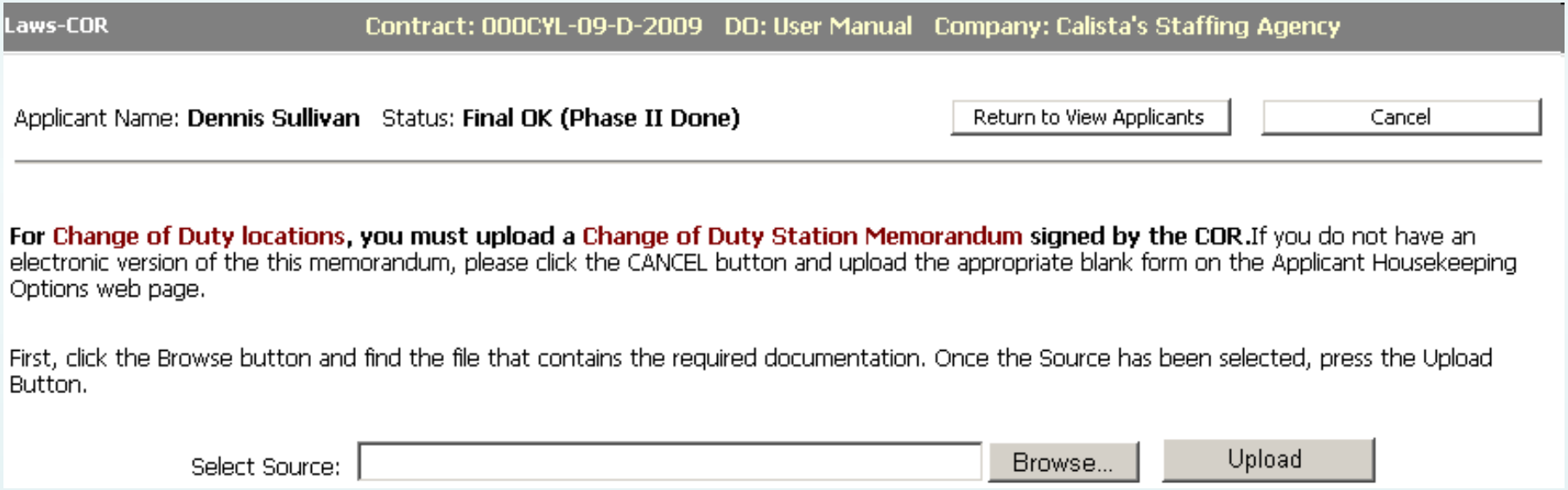
Terminate Applicant

- Click the above to upload the Termination memorandum, and to notify DOCPER
- If you do not have a Termination memo, Click Here to open a BLANK form



CHANGE OF DUTY STATION

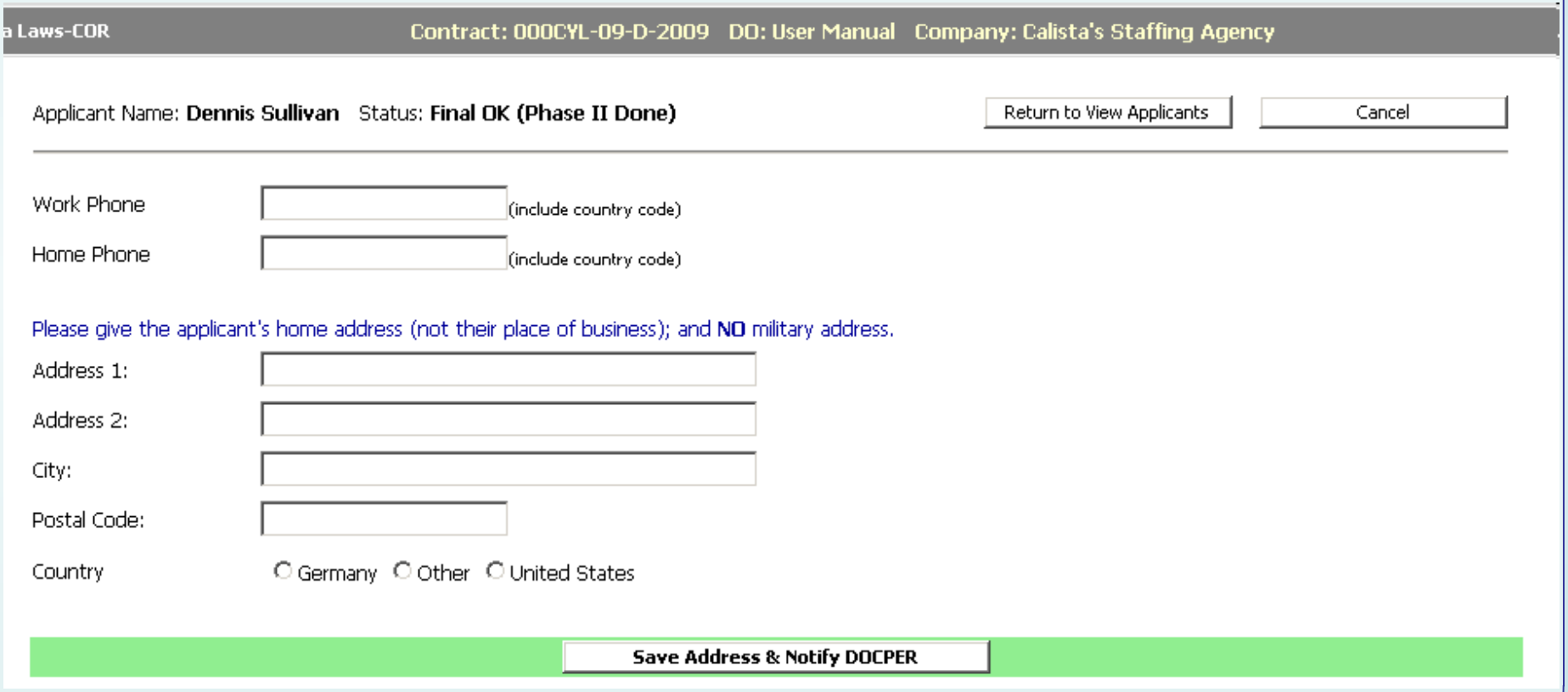




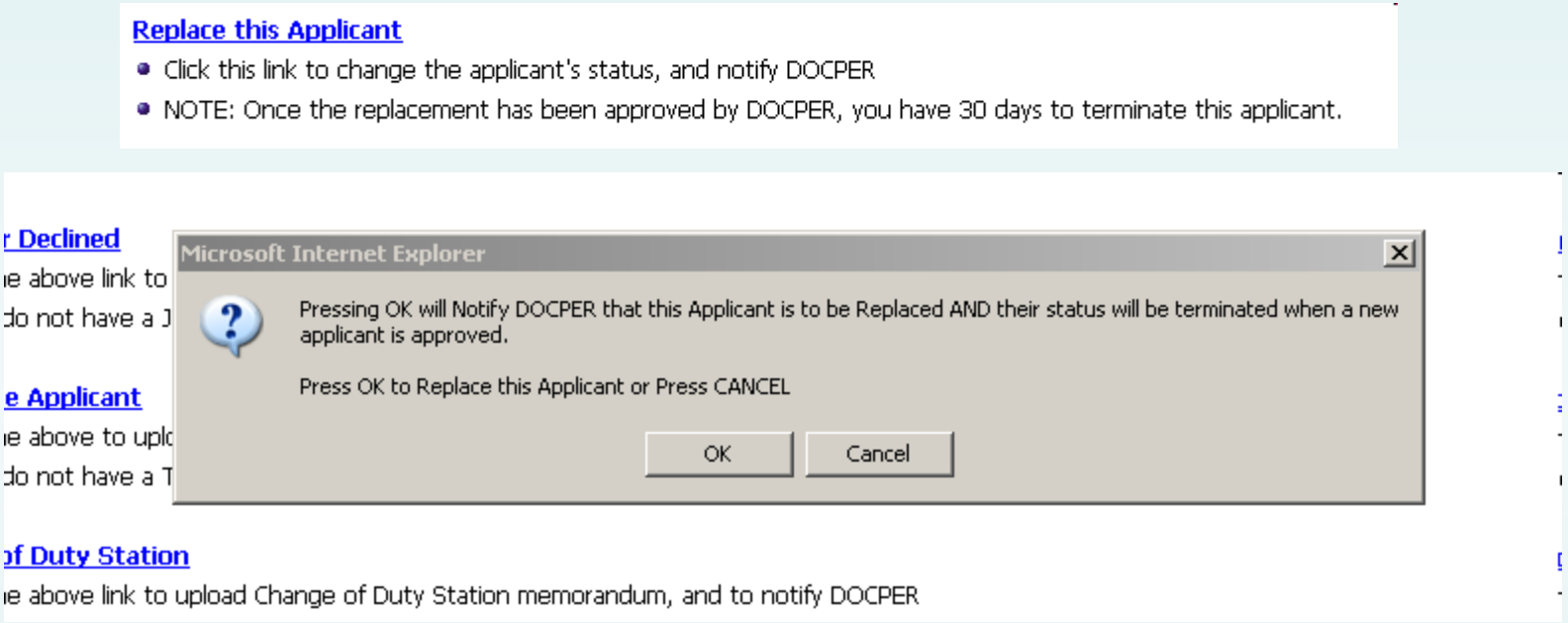
UPDATE PERMANENT ADDRESS

Update Permanent Address

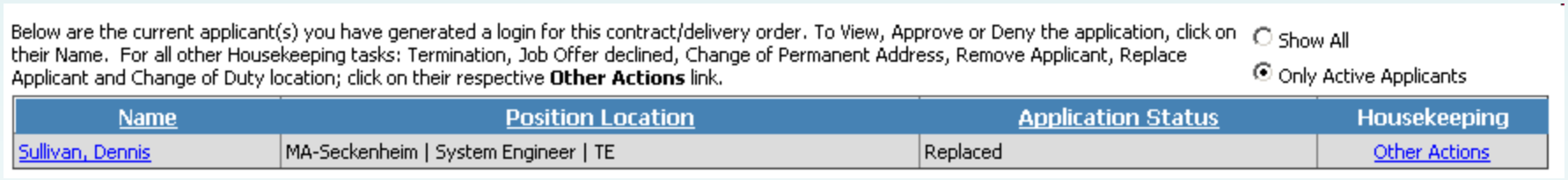
- Click this link to fill out address information for this applicant, and to notify DOCPER

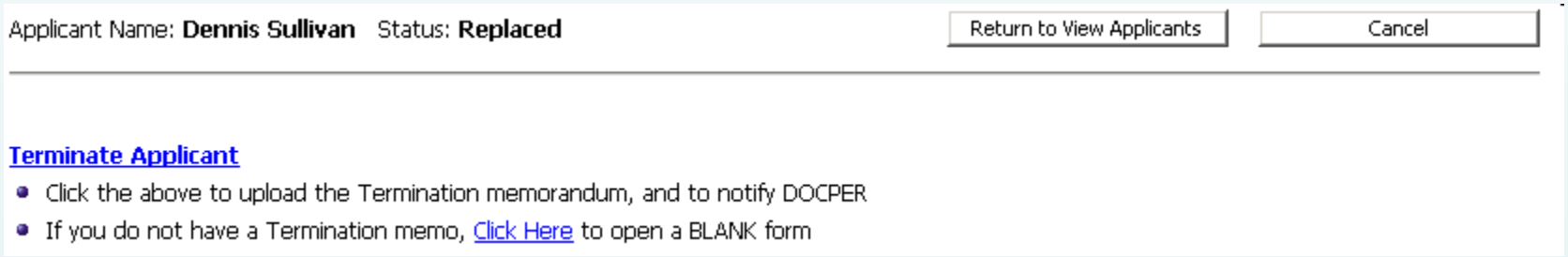


REPLACE THE APPLICANT



TERMINATING A REPLACED APPLICANT





REQUESTING CONTRACT APPROVAL MODIFICATIONS

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
Contract | Applicants | Request Mod	000IT-10D-2009	ITALY	Approved by DOCPER	25 Oct 2008
Contract | Applicants | Request Mod | TDY	000CYL-09-D-2009	User Manual	Final OK (Phase I Done)	03 Dec 2008
Contract | Applicants | Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract | Applicants | Request Mod	XXXA42-03-D-0007	0025	Mod Requested by COR	22 Jan 2008

Submit Request a Mod or Change Cancel

What is the nature of the modification or change?

○ **Contract Extensions**

- DOCPER must report Contract Extensions to German officials

○ **Job|Positions|Locations; Prime Company; or subcontractor changes**

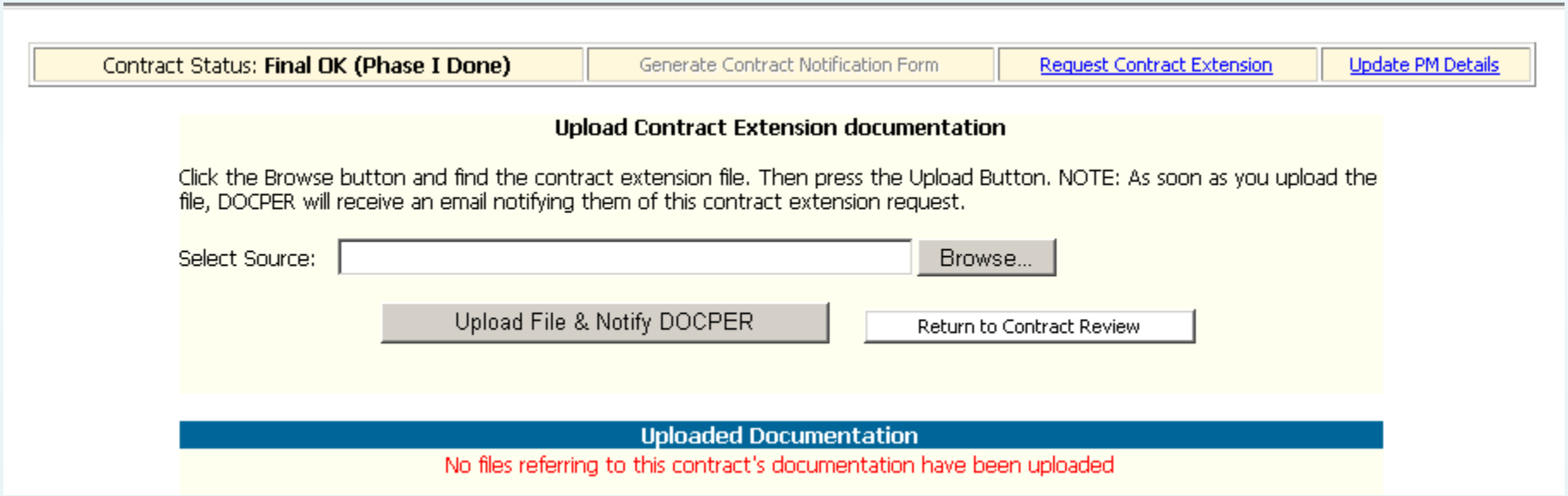
- DOCPER must report modifications to German officials
- Contract modifications have to be approved by the Contracting Officer

○ **Corrections | Clarifications**

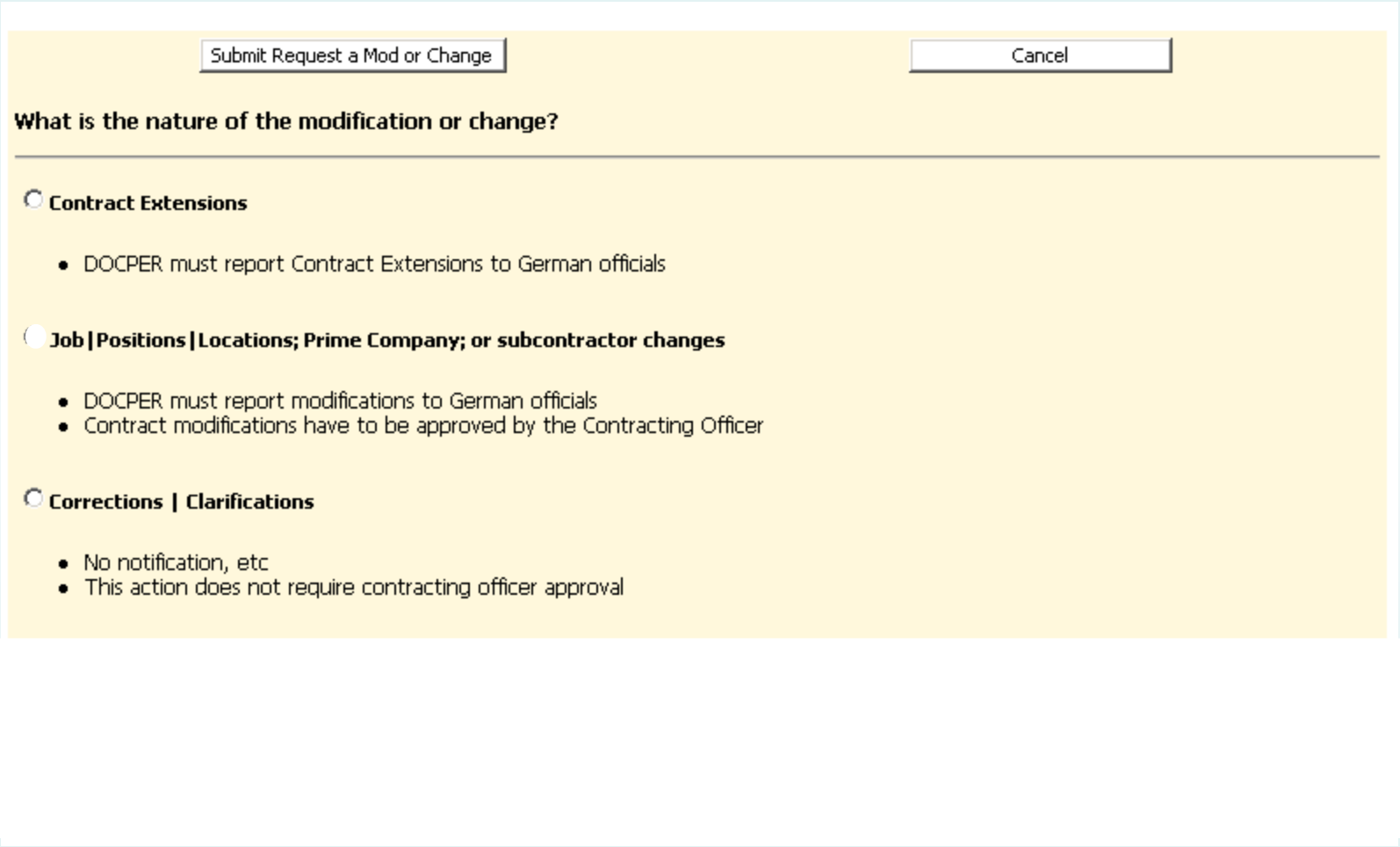
- No notification, etc
- This action does not require contracting officer approval

Press the SUBMIT button to send an email to DOCPER.

CONTRACT EXTENSIONS



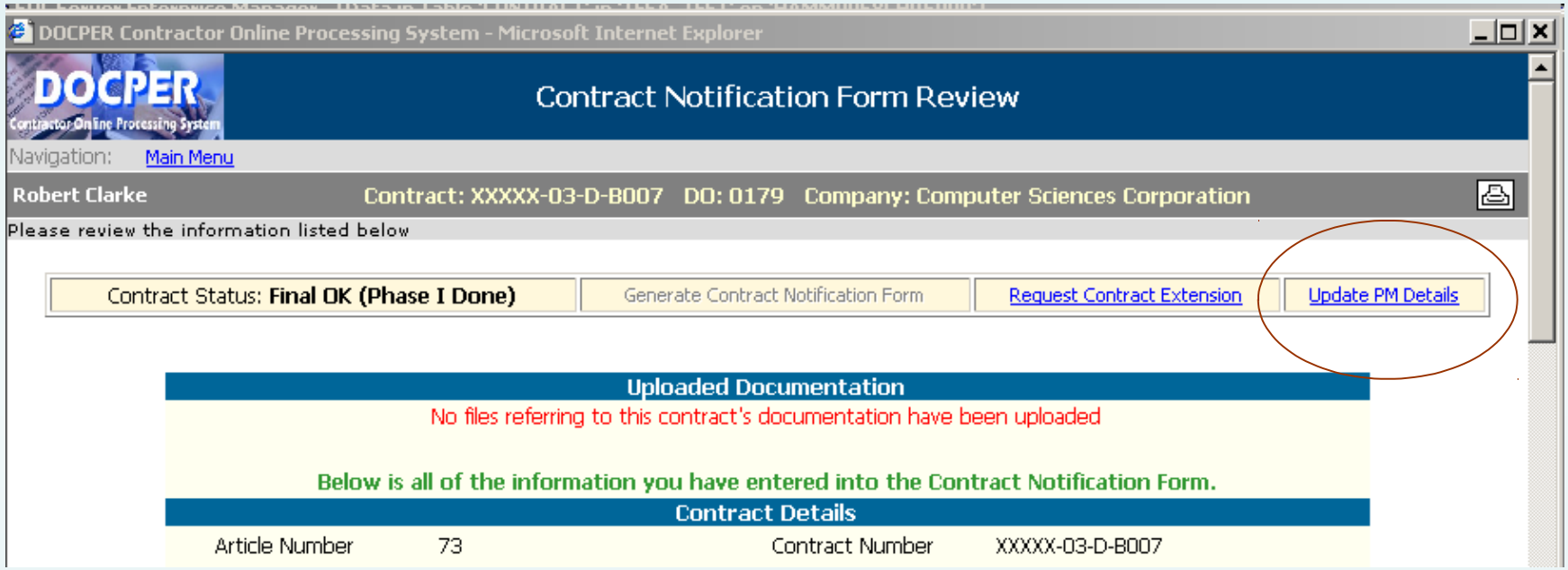
CHANGES REQUIREING BILATERAL ACTION



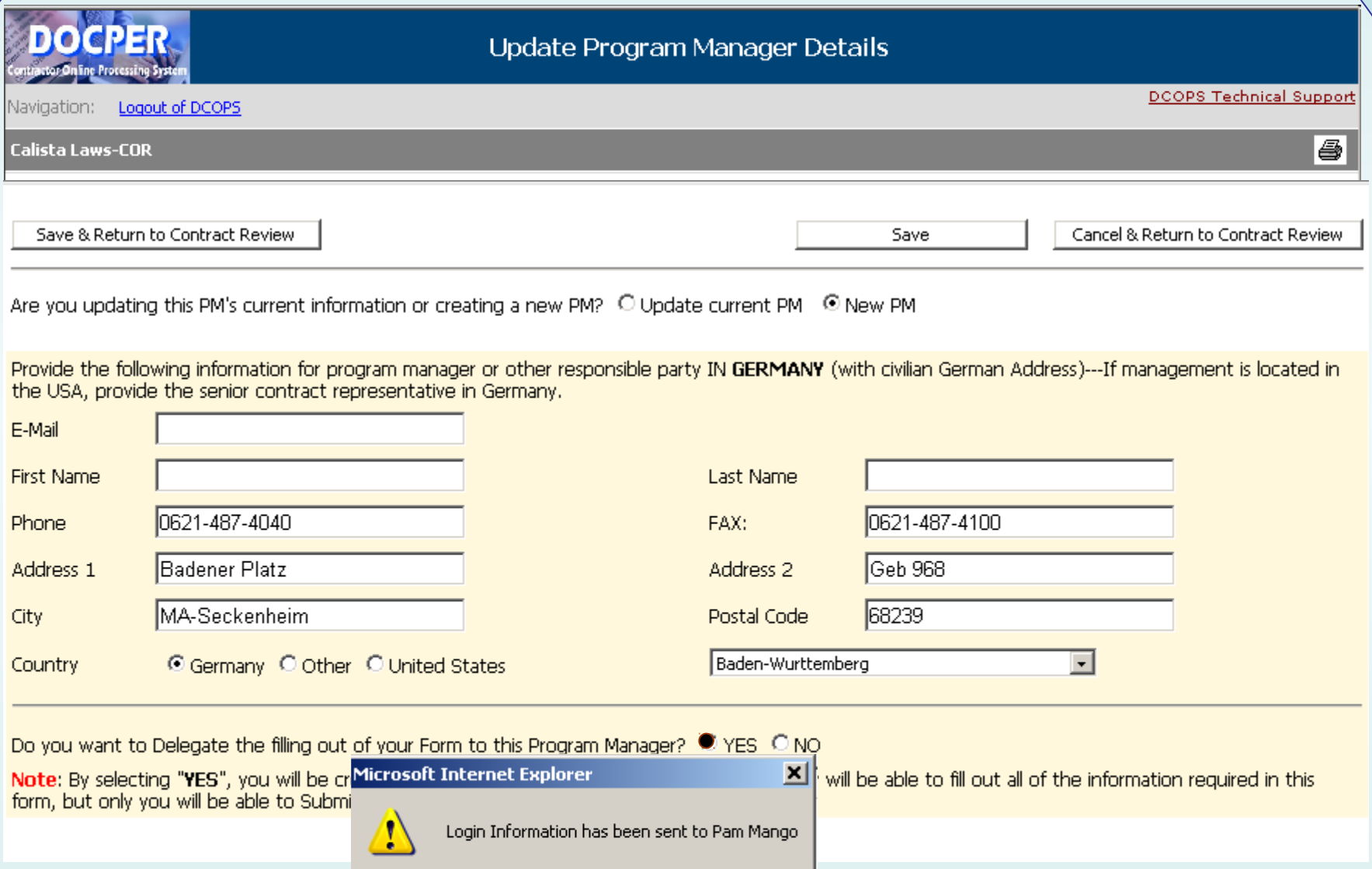
Change/Update Program Manager

UPDATE PM DETAILS

Once your contract has been approved by DOCPER an “Update PM Details” link will appear on the Contract Review web page.



UPDATE PM DETAILS



UPDATING SALARY